

Ontario Association of Architects

Meeting #276 Open

MINUTES

September 23, 2021

The two hundred and seventy sixth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday September 23, 2021 via Zoom.

Present:	Susan Speigel	President
	Agata Mancini	Senior Vice President & Treasurer
	Paul Hastings	Vice President Regulatory
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education
	Kathleen Kurtin	Immediate Past President
	Kristiana Schuhmann	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	J. William Birdsell	Councillor
	Heather Breeze	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jeffrey Laberge	Councillor (<i>part attendance</i>)
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor (<i>part attendance</i>)
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications
Regrets:	Farida Abu-Bakare	Councillor
Guests:	Mélisa Audet	Manager, Practice Advisory Services
	Allen Humphries	Practice Advisor
	Romy Poletti	Coordinator, Special Projects
	Melanie Pruden	Manager, Finance

The President called the meeting to order at 1:55 p.m.

The President noted a video titled *Children of the Nomad* a film by Evelyne Papatie would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9254. The President noted that no new items would to be added to the agenda.

It was moved by Vilardi and seconded by McKendrick that the agenda for the September 23, 2021 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9255. *Reference Material Reviewed:* Draft minutes of the June 24, 2021 Open Council meeting.

The draft minutes of the June 24, 2021 Open Council meeting were reviewed.

It was moved by Mintz and seconded by Cline that the minutes of the June 24, 2021 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9256. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9257. *Reference Material Reviewed:* 2022 Council Meeting Dates.(**APPENDIX 'A'**)

It was noted that the May meeting date for Council would be scheduled for Tuesday May 10, 2022 to align with the 2022 Conference schedule.

It was moved by Mintz and seconded by Birdsell that the 2022 Council meeting dates be approved as amended.

-- CARRIED

9258. *Reference Material Reviewed:* Memorandum from the Governance Committee dated September 8, 2021 re. OAA Operational Review – Final Report and Recommendations and attached supporting documentation. (**APPENDIX 'B'**)

Doyle reported that the OAA's first operational review had been completed and the findings confirmed and highlighted a number of OAA's great strengths and also identified areas for improvement and gaps in the current operation of the Association. Doyle noted that she has created a framework to manage the 38 recommendations moving forward through a specific project management software. The Recommendations that have resulted from the finding of the review include a need to develop a five-year strategic plan, addressing operational needs (HR, IT, management process and evaluation, as well as new projects triage), additional measures to enhance risk management, implementation of measures to ensure a safe, inclusive and effective workplace, establish additional accountability measures and further clarity around the role of Council and that of staff and invest in additional equity, diversity, and inclusion measures for the Association

The Council reviewed the full list of 38 recommendations that had been included in the Council package and noted their groupings.

A member of Council requested some clarification with respect to whether the line regarding complaints refers to internal or external. Doyle noted that the reference pertains to the OAA's complaints process as it relates to its regulatory mandate.

A question was also asked regarding the statement in the memo regarding the need for confidentiality. Doyle noted that in order to preserve and respect the privacy of everyone that participated in the consultation phase, the finding data is not being shared, but rather the result of the findings which is the recommendations.

A Council member suggested that the OAA may wish to consider budgeting for a Chief Technical Officer to manage all aspects from an IT perspective from website to webinars.

A member of Council enquired as to whether the strategic planning exercise will apply to both Council and the OAA as an organization

Doyle responded that a 5 year strategic plan would be for the Association and Council as a whole.

It was moved by Vilardi and seconded by Kurtin that the 38 recommendations resulting from the OAA's 2021 Operational Review as presented at the September 23 meeting of Council be approved along with the proposed 5 year timeline for implementation;

That external consultants be engaged in Year one of the project to address recommendations in the areas of Human Resources, IT/Data Management, and Strategic Planning;

That the Executive Director be requested to provide regular updates to Council regarding the implementation of the individual recommendations as well as adherence to the timeline and additional human or financial resources needed to address the recommendations; and,

That the Governance Committee work with the communications team to develop and implement a plan to communicate a summary of the Operational Review and resulting recommendations as well as updates on their implementation.

-- CARRIED

9259. *Reference Material Reviewed:* Memorandum from Vice President Communications, Jennifer King dated September 15, 2021 re. 2022 Conference – Proposed Conference Theme and Program and attached background information. **(APPENDIX 'C')**

The Vice President Communications reported that the program for the 2022 Conference has been developed to address limitations on attendance due to COVID protocols however the team has endeavoured to incorporate sufficient activity for those attending in person. The Vice President also reported on the development of the recommended theme for the 2022 conference.

Doyle noted that leading up to the in-person Conference in May, there will be three virtual events scheduled. A maximum of 400 attendees are permitted in-person due to current COVID restrictions whereas in the past, a Toronto conference would see an attendance of greater than 1000.

It was noted by a member of Council that the idea of a virtual conference following the in-person event is a preferred option to allow for more ConEd points opportunities.

A Council member enquired as to whether live streaming of the event would be an option.

A member of Council responded that there may be a requirement for unionized employees which would reduce the number of attendees since the maximum allowed currently in the building is 400.

A Council member enquired as to how it may be determined who is attending the in-person event.

Pruden responded that the budget has been drafted to address only a full package at this point, however this can be revisited.

It was suggested by a member of Council that enhanced virtual programming be created and include the Toronto Society of Architects in the development.

Some concern was expressed by a Council member that the purchaser of a package may not attend all of the events.

Doyle noted that the team will be further reviewing the options. It is important to be able to give the members access to in person sessions and include a combination of virtual and in-person. How the event is broadcast is dependent on the rules of the Beanfield Centre. Sessions could also be recorded and offered the following week to view as a virtual mini-Conference.

It was noted by Doyle that an alternative option to consider may be to record the Conference sessions and offer as part of the webinar series later in the year with the speakers returning to facilitate Q&A sessions.

It was moved by Mintz and seconded by Schuhmann that Council approve ‘Inspiring Climate Action’ as the theme for the OAA Conference 2022 as recommended by the Communications Committee.

-- CARRIED

It was moved by King and seconded by Paquette that Council approve the proposed program and schedule of events for the OAA Conference 2022 as presented to Council on September 23, 2021, and that the Conference team be requested to consider further increasing accessibility to the content through a virtual option; and, that the Conference team be requested to consider a variety of delegate package options.

-- CARRIED

Laberge left the meeting at 3:00 p.m.

9260. *Reference Material Reviewed:* Memorandum from Councillor and Interns Committee Chair, Farida Abu-Bakare dated September 9, 2021 re. Mentorship Review Survey Questions and attached supporting documentation. **(APPENDIX ‘D’)**

The Vice President Education reported that the Interns Committee has proposed a set of questions to be administered through the Mentorship Review Survey as previously approved by Council.

It was moved by McKendrick and seconded by Kurtin that Council approve the draft questions as prepared by the Interns Committee to be administered to the OAA membership through the Mentorship Review Survey, subject to minor edits and modifications in consultation with the survey consultant.

-- CARRIED (1 abstention)

9261. *Reference Material Reviewed:* Memorandum from the Governance Committee dated September 8, 2021 re. Respectful Work Policy for Members of Council and attached background information. **(APPENDIX ‘E’)**

The Immediate Past President reported that the Governance Committee reviewed the policy and it is being presented for consideration as part of the operational review recommendations as well as advice of legal counsel.

A member of Council enquired as to whether other organizations have a similar policy and whether there is a similar policy for staff.

The Immediate Past President responded that this is a recommended policy for all boards, and that staff also have a similar policy, however it is specific to the employee/employer relationship.

It was moved by Kurtin and seconded by Longlade that the policy “Respectful Work Policy for Members of Council” be approved as circulated.

-- CARRIED

9262. *Reference Material Reviewed:* Memorandum from the Equity, Diversity, Inclusion|Truth & Reconciliation Working Group dated September 8, 2021 re. Equity, Diversity, Inclusion|Truth & Reconciliation Working Group Update and attached background information. **(APPENDIX 'F')**

The President reported that the Working Group reviewed and amalgamated the recommendations and determined actions associated with them. The scholarship bursary will be finalized after discussions occur with respect to recognize merit and inclusivity.

It was noted by the President that Communications has developed two new webpages focused on Indigenous Architecture and Equity, Diversity and Inclusion. Poletti provided Council with a tour of the new web pages.

Missio noted we will need to be mindful in showcasing projects so as to present in the right context.

It was moved by Longlade and seconded by Kurtin that the new *Equity, Diversity and Inclusion* and *Indigenous Architecture* webpages located in the Resources section of the OAA website be approved and implemented as soon as possible.

-- CARRIED

It was moved by Longlade and seconded by Paquette that Council approve the 39 Recommendations as proposed by the Equity, Diversity and Inclusion | Truth and Reconciliation Report Working Group as presented to Council on September 23;

that the Executive Director be requested to forward recommendations requiring further action by others to the appropriate parties accordingly; and, that Council be updated on the status of those recommendations as appropriate; and,

that the Working Group be requested to complete any final elements of its mandate and work in anticipation of the November Council meeting at which time their final report will be received and the Working Group sunset.

-- CARRIED

9263. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 13, 2021 re. OAA OGCA Supplementary Conditions for the Stipulated Price Contract – CCDC 2-2020 and attached supporting documentation. **(APPENDIX 'G')**

The Vice President Practice reported.

A member of Council requested some clarification with respect to the term “optimal time” suggesting that it should be clarified and associate a legal definition with it. The definition of construction cost should be changed to exclude tax. It was noted this was pertinent to the next item on the agenda.

It was moved by Vilardi and seconded by Paquette that Council endorse the Recommended Supplementary Conditions for the Stipulated Price Contract – CCDC2, 2020.

-- CARRIED

9264. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 15, 2021 re. OAA Contract Suite 2021 – Progress Report #2 and attached supporting documentation. **(APPENDIX 'H')**

The Vice President Practice reported and provided a highlight from the report regarding changes and updates to the Contract Suite. Appendix 3 in the report provides a comparison of the old versus the new contract which offers some clarity. There are now fillable areas in the contract as well as suggested fillables.

A member of Council noted the lack of clarity around the term 'optimal time'. It was suggested that similar wording be offered to the client.

The Vice President Practice responded that the turnaround time for clients vary and therefore created a negotiable and agreed on option.

The Council member noted the exclusion of tax and suggested that it be highlighted for awareness.

Humphries responded that the issue was that the manufacturer's sales tax was embedded in the guide and then later excluded adding that this now brings the OAA into alignment with the RAIC fee guide.

A Council member suggested taking in BIM contracts and integrating in future into the contracts.

Audet responded that it is being reviewed and is a suggestion that people may consider; more as BIM requirements rather than including in the contract.

Doyle congratulated Audet and Humphries and the entire PAS team on the extensive work done in developing the Contracts Suite.

Audet noted that it is a multi-faceted project with a five year evolution toward a more digital version.

It was moved by Cline and seconded by Paquette that Council approve the new OAA 600-2021 and its associated guide.

-- CARRIED

9265. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated September 8, 2021 re. OAA Submission to CACB National Validation Conference 2022 and attached background information. **(APPENDIX 'I')**

The Vice President Education reported that the Committee is working on a submission in advance of the Canadian Architectural Certification Board (CACB) Validation Conference in 2022. The submission looks to review the relationship in school between students and practice and that they are appropriately prepared upon graduation.

It was moved by Birdsell and seconded by Paquette that Council approve the following topic for the OAA's submission to the Canadian Architectural Certification Board (CACB) National Validation Conference Committee 2022:

Are architecture students currently offered adequate exposure to the practice of architecture ensuring a reasonable transition from school to practice?; and,

that the final paper be subject to Council approval at the January Council meeting, prior to submission.

-- CARRIED

9266. *Reference Material Reviewed:* Regulatory Notice dated August 11, 2021 re. Upcoming OAA Council Elections. **(APPENDIX 'J')**

The President reported that Council is asked to consider whether to require mandatory attendance for the new candidate information session or that it be voluntary.

It was suggested by a member of Council that if the session is to be mandatory, then accessibility to the session should be ensured.

Doyle noted that this year's session is now voluntary however going forward the session could be offered on demand and with closed captioning.

A Council member suggested that the work and time commitment on Council is significant and that the time required to understand the role is adequate for a three-year commitment.

A member of Council noted that there may be some difficulty for an intern to attend though agrees providing it is accessible.

Doyle noted for future sessions a webinar date may be set and for those who were unable to attend on that date, the session may be shared afterward.

Mills noted that she will be sharing the session information with this year's nominees noting for this year it is not mandatory.

Thomson left the meeting at 4:30 p.m.

It was moved by Vilardi and seconded by Longlade that Council approve the administration of an information session for Council candidates for the upcoming election and that the session be recorded and made available to all candidates prior to the election and that participation, whether virtual or in person, be made mandatory for the 2023 and future elections.

-- CARRIED (3 opposed)

ITEMS FOR DISCUSSION

9267. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9268. *Reference Material Reviewed:* Activities for the months of June-September. **(APPENDIX 'K')**

The report was noted for information.

9269. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 13, 2021 re. Update on Activities of the Executive Director. **(APPENDIX 'L')**

The report was noted for information.

9270. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Agata Mancini dated September 21, 2021 re. Unaudited Financial Statements for the Nine Months Ended August 31, 2021 and attached supporting documentation. **(APPENDIX 'M')**

The report was noted for information.

9271. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated September 14, 2021 re. Update on activities under the Vice President Strategic portfolio. **(APPENDIX 'N')**

The Vice President Strategic reported that further to funding for the University of Toronto Long Term Care (LTC) research project, the launch of the project has been delayed with only preliminary work completed to date. The project is being monitored and will continue to update Council.

It was noted by the Vice President Strategic that PACT and staff continue to investigate the Green Energy Advisor NRCan program and will provide an update once further information is gathered.

The report was noted for information.

9272. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 13, 2021 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'O')**

The report was noted for information.

9273. *Reference Material Reviewed:* Memorandum from the Communications Committee dated September 12, 2021 re. Communications Committee Update and attached background information. **(APPENDIX 'P')**

The report was noted for information.

9274. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated September 13, 2021 re. Activities under the Registrar June 10, 202 – September 8, 2021 and attached background information. **(APPENDIX 'Q')**

The report was noted for information.

9275. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 13, 2021 re. Report from Vice President Practice. **(APPENDIX 'R')**

The report was noted for information.

9276. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated September 14, 2021 re. Update from Vice President Education and attached supporting documentation. **(APPENDIX 'S')**

The Vice President Education reported that the recent Indigenous theme sessions proved to be very popular with 300-400 attendees.

The report was noted for information.

9277. *Reference Material Reviewed:* Memorandum from the Building Committee dated September 13, 2021 re. Update from OAA Building Committee – Reserve Fund Study. **(APPENDIX 'T')**

The report was noted for information.

ITEMS FOR INFORMATION

9278. Society Updates and 2021 Fall President's Tour (*oral*)

The President reported that she is looking forward to this fall's visits. Pre-meeting with the individual society chairs have occurred and are ongoing. The format for this year will be different with more discussion and dialogue as well as a central theme being the Climate Crisis.

OTHER BUSINESS

9279. There was no other business.

DATE OF NEXT MEETING

9280. The next regular meeting of Council is Thursday November 4, 2021 at 9:30 a.m. via Zoom.

ADJOURNMENT

9281. It was moved by McKendrick and seconded by Cline that the meeting be adjourned at 4:35 p.m.
-- CARRIED UNANIMOUSLY

President

Date