

Ontario Association of Architects

Meeting #282 Open

MINUTES

June 23, 2022

The two hundred and eighty second meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday June 23, 2022 at OAA Headquarters, 111 Moatfield Drive, Toronto and virtually via Zoom.

Present:	Susan Spiegel	President
	Settimo Vilardi	Senior Vice President and Treasurer
	Christina Karney	Vice President Strategic
	Jennifer King	Vice President Communications (<i>virtual</i>)
	Natasha Krickhan	Vice President Education
	Deo Paquette	Vice President Practice
	Farida Abu-Bakare	Councillor (<i>part attendance virtual</i>)
	J. William Birdsell	Councillor
	Yan Ming (Pearl) Chan	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor (<i>virtual</i>)
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Clayton Payer	Councillor
	Greg Redden	Councillor (<i>virtual</i>)
	Kristiana Schuhmann	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor
	William (Ted) Wilson	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications
Regrets:	Paul Hastings	Vice President Regulatory
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Marek Zawadzki	Councillor
Guests:	Ellen Savitsky	Manager, Education and Development (<i>part attendance</i>)

The President noted a land acknowledgement video titled *Indigenous Elders Predicted Climate Crisis. Will Native Voices Finally Be Heard?* <https://www.youtube.com/watch?v=9GaUW3ma6og&t=53s> would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

Doyle introduced new OAA staff members, Kathy Ambrust, Manager, Human Resources and Nancy Muir, acting Manager, Finance who is on a temporary contract to relieve Melanie Walsh for parental leave.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9436. The President reported that there were no new items to be added to the agenda:

It was moved by Vilardi and seconded by Schuhmann that the agenda for the June 23, 2022 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9437. *Reference Material Reviewed:* Draft minutes of the May 10, 2022 Open Council meeting.

The draft minutes of the May 10, 2022 Open Council meeting were reviewed.

It was moved by Karney and seconded by Longlade that the minutes of the May 10, 2022 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9438. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9439. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 19, 2022 re. ROAC International Relations Committee (IRC) – Amended Draft Mutual Recognition Agreement between ROAC and the Architects' Council of Europe and attached supporting documentation.

(APPENDIX 'A')

Doyle reported that the Mutual Recognition Agreement (MRA) between ROAC and the European Union (EU) was recently completed and has successfully gone through the government review process. Doyle reviewed the terms and conditions as contained in the report to Council, reminding that the MRA had been previously approved by OAA Council and the members of CALA a number of years ago.

Doyle highlighted in Appendix 1 of the agreement that Toronto Metropolitan University (formerly known as Ryerson) and Laurentian were not included in the lists of universities as that list represents those schools that were the professional degree programs prior to accreditation by the Canadian Architectural Certification Board (CACB) in addition to the syllabus program, the Appendix goes on to further to note however that all Schools accredited by the CACB are covered.

It was noted by Doyle that the EU has significant variations by country in terms of licensing in comparison to Canada's system of licensure. This is why European Architects will be required to also pass the domain specific assessment.

It was moved by Krickhan and seconded by Birdsell that based on the recommendation of the ROAC's International Relations Committee, the OAA Council ratify the updated terms and conditions of the Mutual Recognition Agreement with the European Union, as set out in the Agreement on the Mutual Recognition of Professional Qualifications for Architects which will be appended to the CETA Agreement, based on the final text provided to the members of the ROAC dated May 18, 2022.

-- CARRIED

9440. Engagement of Consultant to consider Licensed Technologist OAA Scope of Practice Proposal (*oral*)

The President and Vice President Communications reported the the process of selection of a consultant based on the RFP process was underway.

9441. *Reference Material Reviewed:* Memorandum from Vice President Practice, Deo Paquette dated June 15, 2022 re. OAA Contract Suite 2021 – Progress Report #3 and attached supporting documentation. **(APPENDIX ‘B’)**

The Vice President Practice reported noted that Documents 800 and 900 were part of the contract suite 2021 and that Council’s endorsement was being sought. The contracts have been tested and comments from PRC and others incorporated.

Audet noted that 800 is a short form agreement, and 900 is the consultant agreement which works with documents 600 and 800 and overall as a suite. There will be minor adjustments followed by legal counsel review upon approval.

A Council member enquired as to whether schedules may be added as an option if required.

Audet confirmed that the suite is editable. Document 600 is now available and the links will be shared. Audet also welcomed any final comments on the drafts of Document 800 and 900 before they are finalized.

It was moved by Paquette and seconded by Longlade that Council endorse the new OAA 800-2021 (Short Form) and OAA 900-2021 (Subcontract for Consultants) as circulated.

-- CARRIED

9442. *Reference Material Reviewed:* Memorandum from the Sustainable Built Environments Committee dated June 13, 2022 re. Enhancing visibility of TEUI through OAA Design Excellence Awards Program and attached supporting documentation. **(APPENDIX ‘C’)**

Councillor Thomson reported that TEUI data gather as a requirement under the Design Excellence awards had not been included in the last announcement of the Design Excellence Awards. The Sustainable Built Environments Committee (SBEC) is recommending that this information be front and centre as part of the award winner’s information and highlighted in the Design Excellence book as well as the Website.

It was moved by Karney and seconded by Thomson that Council reconfirm its commitment for the TEUI requirement for all Design Excellence award submission; and, that moving forward the TEUI data of award winning buildings be prominently displayed on the OAA website along with all additional communications regarding the individual award winners.

-- CARRIED

9443. *Reference Material Reviewed:* Memorandum from President, Susan Speigel and Executive Director, Kristi Doyle dated June 13, 2022 re. Reconsidering the OAA Annual General Meeting. **(APPENDIX ‘D’)**

Doyle reported on the history and evolution of the Annual General Meeting (AGM) as outlined in the memorandum. Since the first online offering of the AGM in 2020, there has been a significant uptake in attendance, due to the accessibility of the event.

It was noted by Doyle that there were some issues with the hybrid voting platform, adding that it is a requirement to offer proper member voting on business issues for the AGM.

It was suggested by Doyle and President Speigel that going forward, the AGM be held in advance of Conference, in part to allow for approval of the appointment of Honorary Members who would then receive an invite to be recognized at the Conference.

It was suggested by a member of Council that some members prefer the opportunity to sit with members of Council in person at the AGM and share comments and questions.

A Council member noted that there is an opportunity for Q&A in the on-line version of the AGM.

Doyle noted that an audio/video function could be enabled in the on-line platform to allow a member to speak as an option.

It was suggested by a member of Council that the schedule allow for the Keynote speaker event to held approximately 4-6 weeks prior to the AGM.

A Council member suggested that the online version provides more accessibility to the membership, is inclusive, and results in a larger attendance.

A member of Council enquired whether the AGM has always been coupled with Conference.

Doyle responded that the AGM originally was held at the OAA, however, attendance was low to the point where the by-laws needed to be revised to reduce quorum. The AGM was introduced to the Conference schedule in 1999.

It was moved by Karney and seconded by Mintz that Council approve the following changes to the format of the OAA Annual General Meeting of members to be implemented beginning 2023 such that:

- a) The AGM be decoupled from the Annual Conference;**
 - b) The AGM be offered in a virtual format only so that all members have the same option to access and participate in the AGM;**
 - c) The agenda for the AGM be focussed on the prescribed business matters as outlined in the OAA Bylaws, as well as a reports from the President, the Senior Vice President & Treasurer and Executive Director.**
- CARRIED

ITEMS FOR DISCUSSION

9444. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9445. *Reference Material Reviewed:* Activities for the months of May-June. **(APPENDIX 'E')**

The report was noted for information.

9446. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 15, 2022 re. Update on Activities of the Executive Director and attached background information. **(APPENDIX 'F')**

Doyle reported that the Society for Design Administration (SDA) Canada has recently requested the OAA's assistance to communicate information to members regarding its next salary survey. The OAA has assisted in past and has offered to communicate this survey to its members.

It was noted by Doyle that the 2022 scholarship have been awarded including the new Equity, Diversity and Inclusion and Truth and Reconciliation awards. There will be a discussion with the schools after the dispersement of the awards to obtain permission to display the projects on the website.

Doyle noted that CACB is seeking to fill a vacancy on its Board of Directors however they are seeking members in geographic regions other than Ontario.

It was noted by Doyle that the OAA will need to identify who will be attending the upcoming national Validation Conference in the near future.

Doyle reported that she and the Registrar met with staff at the Office of the Attorney General to discuss current issues such as the Strategic Plan, Act modernization and work ongoing with legal counsel in this regard. Also discussed was the OAA Technology Program and a request was made to move some regulatory amendments forward to solidify the program.

It was noted by Doyle that OAA Headquarters building tours are continuing since conference, notably, a request by the Assistant Deputy Minister at the Ministry of Energy which will be held on August 11.

Doyle noted that further to the federal grant to the university partnership project *Quality in Canada's Built Environment: Roadmaps to Equity, Social Value and Sustainability* there will be a formal meeting in August and a decision is being reviewed with respect to sending a representative to that meeting.

Doyle reported that work on the Strategic Plan is underway with trackers incorporated in the Plan with progress updated by staff.

It was suggested by a Council member that there should be mechanism in place to ensure that no new initiatives are added to the current Plan.

Doyle noted that the Work Plan would be the primary tool which would accompany a request, the first of which was used by the Firewall Review Task Group.

A member of Council enquired as to whether there is a means by which to tie in the timelines and formats into the Plan.

Doyle responded that the Strategic Plan is being inputted into software and updated. Upon addressing some of the matters under the the governance review, additional steps to implement the plan can be taken.

It was suggested by a Council member as follow up to the SDA survey that consideration be made to place the salary survey in the context of post-COVID, adding that some input into the questions would be welcome.

Doyle responded that likely the survey questions are complete, however she will follow up with SDA and discuss the status of the survey. After the survey is completed and administered the final report will be available for purchase. The option to purchase may be shared with the members. Firms have the option to purchase the survey, including a reduced rate for those who participated. The results are based on a number of factors including experience, titles, and other categories. It was suggested that if the OAA were to launch its own salary survey it is likely that there would not be membership participation. The survey results should be reviewed and discussion as to whether the results fit into the Strategic Plan.

A member of Council suggested that the survey be provided to the membership as a resource, and a guide as to what challenges they may be facing. A Council member suggested that fair treatment of employees is important and should be considered.

Doyle noted that the cost of the survey is to recoup the work performed and is funded by the people paying for the data. In the past, the OAA provided \$10-12,000 and was permitted to review the questions prior to publishing. A Council member referenced the Strategic Action Plan noting that the Comprehensive Education Committee does not show staff support in the chart.

Doyle responded that the tracker is still being refined. The column demonstrates who staff support is and still needs to be filled in.

The report was noted for information.

Abu-Bakare left the meeting at 12:25 p.m.

Council broke for lunch at 12:25 p.m. and resumed at 1:10 p.m.

9447. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer Settimo Vilardi dated June 8, 2022 re. Unaudited Financial Statements for the Six Months Ended May 31, 2022 and supporting documentation. **(APPENDIX 'G')**

The Senior Vice President and Treasurer reported.

A member of Council requested some clarification with respect to TEUI funding of \$25,000 under 'Council Policy Development'

The Senior Vice President and Treasurer responded that it is the amount carried forward from 2021.

Doyle noted that funds are set aside for update/refresh. A member of Council noted that the Strategic Plan's purpose is to track a project ongoing to completion as opposed to continually adding to it. Council will need to show restraint in this regard moving forward.

A Council member noted that University of Toronto has expressed interest in working with the SBEC to add a parameter to the TEUI Calculator.

The report was noted for information.

9448. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer Settimo Vilardi dated June 15, 2022 re. Update from OAA Governance Committee. **(APPENDIX 'H')**

The Senior Vice President and Treasurer reported that consultant Kathy McLaughlin provided feedback to the Committee on the governance review. There was some consensus among the Committee members on what next steps are required to move forward.

A Council member noted that that the Committee asked the consultant with respect to the recommendations, how they came to fruition and the reasoning behind them prior to proceeding with presenting the final recommendations to Council.

The report was noted for information.

9449. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Christina Karney dated April 29, 2022 re. Update on the Activities under the Vice President Strategic Portfolio and attached background documentation. **(APPENDIX 'I')**

The Vice President Strategic reported.

A member of Council requested an update on the University of Toronto Long Term Care (LTC) Project.

The Vice President Strategic responded that it is currently in a holding pattern, awaiting for a final piece to be released before distribution of the findings.

When asked, Doyle noted that the OAA would not be editing the report before it is released, however it can be analysed at our discretion and the information contained in the report will be shared with the membership once complete.

The report was noted for information.

9450. *Reference Material Reviewed:* Memorandum from the Communications Committee dated June 10, 2022 re. Communications Committee Update and attached background information. **(APPENDIX 'J')**

The Vice President Communications reported that the podcast development is underway and are seeking hosts for the topics.

A Council member requested some clarification on who will be talking and/or who will be engaged for the podcasts.

Missio responded that the topics are high level in order to interest members and the public at once. The hosts have not yet been confirmed. The Committee welcomes suggestions for hosts/guests and to feel free to reach out to him or the Vice President Communications.

The report was noted for information.

9451. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated June 13, 2022 re. Activities under the Registrar – Apr 27 to June 8, 2022 and attached background information. **(APPENDIX 'K')**

Mills reported that it is expected that they will soon have the ability to publicly post specific act enforcement re. individuals holding out and is anticipated to be added to the website in the next while.

A member of Council enquired as to whether there is any further updates from Google and other social media firms with respect to the use of the term architect.

Mills responded that there has been no response however will follow up.

The report was noted for information.

9452. *Reference Material Reviewed:* Memorandum from Council and Chair, Interns Committee, Farida Abu-Bakare dated June 10, 2022 re. Interns Committee Update. **(APPENDIX 'L')**

It was noted by a member of Council that shadowing is a potential link to firms allowing an intern to shadow and gain experience.

Some concern was expressed by a Council member that some firms may not permit work with another firm in their contracts.

It was suggested by a member of Council that a webinar be created to facilitate learning for experience.

Mills reminded that it is a requirement for a supervising architect to personally supervise and direct the intern and then sign off on hours – the Program requires that the intern be employed by the practice or eligible employment situation in which they are gaining experience. However, there is the Observer/Parallel Experience provision in the Program that may be considered.

The report was noted for information.

Abu-Bakare joined the meeting at 1:35 p.m.

9453. *Reference Material Reviewed:* Memorandum from Vice President Practice, Deo Paquette dated June 9, 2022 re. Report from Vice President Practice. **(APPENDIX 'M')**

The Vice President Practice reported.

A member of Council enquired as to whether the COVID-19 page would remain on the website, adding that it creates significant work for staff.

A Council member suggested that should it be sunset that it be made easily retrievable or left up pending a possible fall uptake.

The report was noted for information.

9454. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated June 9, 2022 re. Report from Vice President Education and attached background information. **(APPENDIX 'N')**

The Vice President Education reported

Savitsky noted that the current ConEd cycle will be ending on June 30 and staff are focused on that process.

Walsh joined the meeting at 1:50 p.m.

Savitsky noted that she and the Vice President have been discussing a special offer for OAA members with Passive House Canada to access specific training.

The Vice President Education noted that in BC, it is mandatory for all new housing to be passive house compliant, adding that there is interest in promoting it in Ontario.

The report was noted for information.

Savitsky left the meeting at 1:52 p.m.

ITEMS FOR INFORMATION

9455. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated June 14, 2022 re. Revisions to the *Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA)* and attached background information. **(APPENDIX 'O')**

The report was noted for information.

9456. *Reference Material Reviewed:* Memorandum from President, Susan Speigel, Vice President Communications, Jennifer King, and Vice President Education, Natasha Krickhan dated June 13, 2022 re. Conference 2022 Feedback. **(APPENDIX 'P')**

A Council member noted that there was 56% positive feedback for the Celebration of Excellence Awards which appeared to be somewhat low.

Walsh responded that a large portion in the survey noted 'n/a' because of non-attendance for that portion of the event which skewed the numbers.

The agenda was noted for information.

OTHER BUSINESS

9457. There was no other business.

DATE OF NEXT MEETING

9458. The next regular meeting of Council is Thursday September 22, 2022 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

ADJOURNMENT

9459. **It was moved by Longlade and seconded by Mintz that the meeting be adjourned at 1:54 p.m.**
-- CARRIED UNANIMOUSLY

President

Date