

## Ontario Association of Architects

Meeting #299 Open

MINUTES

May 13, 2025

The two hundred and ninety ninth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Tuesday May 13, 2025 at the Ottawa Westin, Ontario Room, Ottawa, Ontario and virtually via Zoom.

<b>Present:</b>	Ted Wilson	President
	Lara McKendrick	Senior Vice President and Treasurer
	Settimo Vilardi	Immediate Past President
	Susan Spiegel	Vice President
	Thomas Yeung	Vice President
	Loloa Alkasawat	Councillor
	Donald Ardiel	Councillor
	J. William Birdsell	Councillor
	Jim Butticci	Lieutenant Governor in Council Appointee
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Natasha Krickhan	Councillor
	Jenny Lafrance	Councillor ((virtual))
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Anna Richter	Councillor (virtual)
	Kristiana Schuhmann	Councillor
	Ted Watson	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services

**Regrets:** None

<b>Guests:</b>	Mélisa Audet	Manager, Practice Advisory Services
	Erik Missio	Manager, Communications

The President called the meeting to order at 10:10 a.m.

The President noted that a land acknowledgement which is a video recommended by Dr. David Fortin who is a practicing architect of Metis origin from the west and a professor at the University of Waterloo, narrated by Professor Leroy Little Bear of the Blackfoot First Nation of Canada <https://www.youtube.com/watch?v=t4T9QNueBn4> 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

9906. The President reported that there were no new items to be added to the agenda.

**It was moved by Butticci and seconded by Mintz that the agenda for the May 13, 2025 open meeting be approved as circulated.**

-- CARRIED

## APPROVAL OF MINUTES

9907. *Reference Material Reviewed:* Draft minutes of the March 6, 2025 Open Council meeting.

The draft minutes of the March 6, 2025 Open Council meeting were reviewed.

It was noted that there were some amendments to the titles of the participants at the meeting to reflect the new Executive Committee members.

**It was moved by Birdsell and seconded by Fawcett-Smith that the minutes of the March 6, 2025 Open Council meeting be approved as amended.**

-- CARRIED

## BUSINESS ARISING FROM THE MINUTES

9908. There was no business arising from the minutes.

## ITEMS FOR REVIEW AND APPROVAL

9909. *Reference Materials Reviewed:* Memorandum from Vice President and Practice Resource Committee Chair, Thomas Yeung dated May 2, 2025 re. OAA Document Maintenance - Practice Tips Impacted by OBC 2024: Updates to Practice Tip PT.04 and attached supporting documentation. **(APPENDIX 'A')**

The Vice President reported that the Committee last met May 1. Changes in the Ontario Building Code 2024 resulted in amendments to Practice Tips 4, 7, and 15.

A member of Council requested some clarification with respect to the decision to remove the checklists from the Practice Tip.

Audet responded that the recommendation stems from the discussions at the committee level to simplify the Practice Tip and allow for the user to create their own sourcing information from CHOP, the Ontario Building Code matrix and other sources. In addition, it reduces the need for ongoing maintenance and in fact much of the information is contained in other resources.

**It was moved by Yeung and seconded by Birdsell that Council endorse the revised OAA Practice Tip PT.04 2024 Building Code - Project Code Review as presented to Council on May 13, 2025.**

-- CARRIED (1 abstention)

9910. *Reference Materials Reviewed:* Memorandum from Vice President and Practice Resource Committee Chair, Thomas Yeung dated May 2, 2025 re. OAA Document Maintenance - Practice Tips Impacted by changes to the OAA Regulatory Notices: Updates to Practice Tip PT.07 and attached supporting documentation. **(APPENDIX 'B')**

The Vice President reported.

**It was moved by Yeung and seconded by Birdsell that Council endorse the revised OAA Practice Tip PT.07 Professional Opinion - Independent Opinion Reviewing a Project Prepared by Another Holder as presented to Council on May 13, 2025.**

-- CARRIED

9911. *Reference Materials Reviewed:* Memorandum from Vice President and Practice Resource Committee Chair, Thomas Yeung dated May 2, 2025 re. OAA Document Maintenance: Updates to Practice Tip PT.15 and attached supporting documentation. **(APPENDIX 'C')**

The Vice President reported.

A member of Council suggested amendments to the revised document such that the language and terms are consistent with OAA documents 600 and 800 i.e. reference to 'additional services' be changed to 'extra services'. Council agreed with the proposed amendments. OAA staff to make the amendments and share with Vice President Yeung and Councillor Richter before issuing.

It was suggested by a member of Council that the foundation of all Practice Tips may need to change in the future. Currently the foundation is predictive however a more adaptive approach will likely be necessary in the future.

There was a brief discussion about the availability of resources pertaining to IPD and whether a Practice Tip was being developed. It was noted that this was not on the list of PTs to be developed adding that there are already many robust resources currently available to members on this topic. In keeping with the OAA mandate and five year Strategic Plan, the OAA can leverage resources already available and point members directly to that information.

**It was moved by Yeung and seconded by Alkasawat that Council endorse the revised OAA Practice Tip PT. 15 Consulting Contracts, Managing Changes, Scope Creep subject to the amendments proposed on May 13, 2025.**

-- CARRIED

## **ITEMS FOR DISCUSSION**

9912. There were no items for discussion.

## **EXECUTIVE COMMITTEE REPORTS**

9913. *Reference Material Reviewed:* President's Activities for the months of March to May. **(APPENDIX 'D')**

The report was noted for information.

9913. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated May 6, 2025 re. Executive Director Report to Council. **(APPENDIX E')**

The report was noted for information.

9914. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council – February 19, 2025 to April 25, 2025. **(APPENDIX 'F')**

The report was noted for information.

9915. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Lara McKendrick dated May 2, 2025 re. Unaudited Financial Statements for the Three Months Ended February 28, 2025 and attached background information. **(APPENDIX 'G')**

The Senior Vice President and Treasurer reported.

A member of Council requested clarification on the \$47,085 reported for consultant fees in the Landscape Design Project.

Doyle responded that it is not additional fees incurred but rather reflects the coding of the fees as it pertains to the general operating budget, and that there will be a transfer from the capital budget expense to offset the amount. As a reminder, the Landscape Project is being funded through the capital/building reserve

A Councillor enquired about the investment policy noting that there appears to be a discrepancy in reporting it at \$5.6 million in the balance sheet and \$4.4 million in the statement of cash flows in terms of investments. It was further noted that there is to be a paydown of the mortgage in 2026 at an amount that will maintain the current payment amount, however it was suggested that there be a larger paydown as a gesture to the members of financial prudence.

The Senior Vice President and Treasurer noted that there are differences between PIAs and short-term deposits. The PIA is providing interest at 4.25% which is higher than GICs and is the most prudent investment choice at this time. The cash flow reported is mainly due to ExAC and timing of registration fees and reconciliation from the other architectural regulators.

It was suggested by the Councillor that there may be an opportunity to adjust the OAA investment policy and move to longer term investment with higher returns over time.

The Senior Vice President and Treasurer responded that the Finance and Audit Committee will be reviewing the OAA investment policy as well as the three-year reserve fund allocation, including the intended mortgage paydown over the summer as part of development of the 2026 budget.

The Senior Vice President and Treasurer noted that some additional graphics had been added to her report and that some adjustments to the format of the charts and labelling will be made based on Council feedback.

There were some additional questions from Council related to the level of Committee spending, as well as the court order line item, the annual Conference and any anticipated year end surplus. The SVP & Treasurer indicated that this feedback will be shared with the Finance & Audit Committee for consideration of the 2026 budget development.

The report was noted for information.

9916. *Reference Material Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated April 28, 2025 re. General Updates and Funding Allocations and attached background information. **(APPENDIX 'H')**

The report was noted for information.

9917. *Reference Material Reviewed:* Memorandum from Governance Committee dated April 30, 2025 re. Update from OAA Governance & HR Committee and attached supporting documentation. **(APPENDIX 'I')**

The report was noted for information.

9918. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated April 29, 2025 re. Update from the OAA Building Committee and attached supporting documentation. **(APPENDIX 'J')**

It was reported by the Chair of the Committee that construction of the Presidents Wall is complete. Council will conduct an official ribbon cutting at the June Council meeting and invite past Presidents of the OAA to join Council for the ceremony and lunch that same day.

The report was noted for information.

9919. *Reference Material Reviewed:* Memorandum from Practice Resource Committee (PRC) dated May 2, 2025 re. Practice Resource Committee (PRC) Update and attached supporting documentation. **(APPENDIX 'K')**

The report was noted for information.

9920. *Reference Material Reviewed:* Memorandum from Vice President, Susan Speigel dated April 25, 2025 re. Update on the Policy Advisory Coordination Team's (PACT) ongoing work. **(APPENDIX 'L')**

A member of Council noted that the Queen's Park Picks (QPP) will be closing at the end of this month and encouraged Council to reach out to the MPPs to make a submission. The OAA's Policy & Government relations staff have been working diligently on the program and positive feedback has been received.

The report was noted for information.

### **ITEMS FOR INFORMATION**

9921. *Reference Material Reviewed:* Memorandum from Immediate Past President, Settimo Vilardi dated May 1, 2025 re. Report on Semi Annual meeting of the Regulatory Organizations of Architecture in Canada (ROAC) and attached supporting documentation. **(APPENDIX 'M')**

A member of Council enquired as to the reason for the delay in advancing the work of the Writing Committee as noted in the CACB report.

It was noted that the Committee work has been paused to allow for completion of the CACB Bylaw review and updating.

The report was noted for information.

### **OTHER BUSINESS**

9922. There was no other business.

### **DATE OF NEXT MEETING**

9923. The next regular meeting of Council is Thursday June 19, 2025 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

### **ADJOURNMENT**

9924. **It was moved by Mintz and seconded by Vilardi that the meeting be adjourned at 11:20 a.m.**  
**-- CARRIED UNANIMOUSLY**

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President

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Date