

VISION, MISSION & MANDATE

Vision:

An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

Mission:

To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.

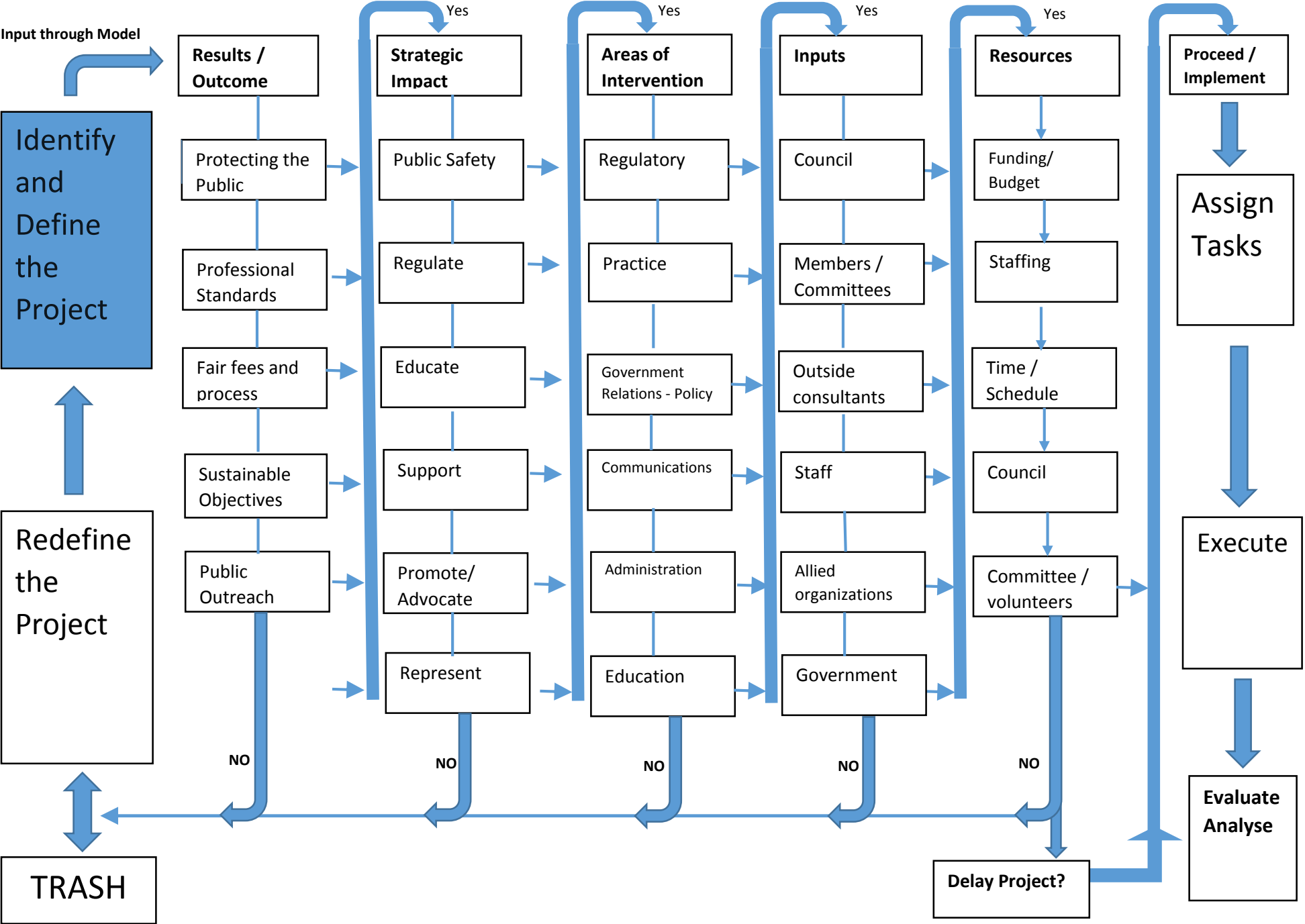
Mandate:

To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects; and to promote the appreciation of architecture within the broader society.

May 2016



Ontario Association of Architects – Decision Making Logic Model



OAA COUNCIL MEETINGS

RULES AND PROCEDURES

Meetings of the Council of the Ontario Association of Architects (OAA) are conducted in accordance with Roberts Rules of Order which is included in the Councillor Orientation Binder, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council – see below.

Rules and Procedures for Discussion/Debate/Motions within Council Meetings

- 1) The maximum time for a speech in debate on a motion is two minutes.
- 2) The Chair shall keep a speakers' list of those wishing to speak to a motion; and
 - a) the speakers' list shall be built in the order that the Chair notes a member's intention to speak; and
 - b) any member having not spoken to a motion shall be given preference on the speakers' list over any member who has already spoken to the motion.
- 3) An original main motion may only be introduced at a meeting if it has been added under New Business to the agenda approved for that meeting.
- 4) Meetings of the Council of the Ontario Association of Architects (OAA) are conducted in accordance with Roberts Rules of Order which is included in the Councillor Orientation material, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council.

In an effort to gain efficiencies in dispensing of Council business during each meeting, the format of the Council agendas incorporates the use of a Consent Agenda approach. The consent agenda groups materials that are regular reports or intended for information only into a single agenda item. In so doing, the grouped items can be approved or discussed in one action, rather than dispensing of each items individually. For the purposes of the OAA Council agenda the consent agenda will include the 'Executive Committee' reports and items 'For Information'.

Procedures for the Use of a Consent Agenda

1. All documentation associated with consent items must be provided to meeting participants in advance. Council members must review the consent agenda documentation before the meeting to ensure that they are informed of the issues that are to be passed as part of the consent agenda.
2. As part of the approval process, the Chair will ask members of Council if anyone wishes to discuss any of the items listed on the consent agenda.

If it is determined that an item on the consent agenda requires discussion it will be removed from the consent portion and addressed individually.



- 5) The meeting will move to a period of informal discussion immediately after a new item has been presented and any questions on the item have been put and answered, but before an original main motion on the item is introduced; and
- a) a period of informal discussion is defined as the opportunity to discuss an item without there being a motion on the floor; and
 - b) the Chair of the meeting when the item is introduced continues as the Chair during the period of informal discussion unless he or she chooses to relinquish the Chair; and
 - c) in a period of informal discussion the regular rules of debate are suspended; and
 - d) a period of informal discussion ceases when the Chair notes that no additional members wish to speak to the item or when an incidental motion to return to the regular rules of debate passes with a majority; and
 - e) immediately upon leaving a period of informal discussion, the presenter of the item may move an original main motion on the item and the formal rules of debate resume; and
 - f) if the presenter of the item moves no motion on the item then the item is considered dispensed unless an indication to introduce additional original main motions on the item is on the agenda, in which case each of these motions is presented in turn and debated as per the rules of formal debate.



ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of January 21, 2021 at approx. 11:00 a.m.

Meeting # 272

OPEN MEETING AGENDA

Recognition of Traditional Lands

1.0 AGENDA APPROVAL

1.1 Declaration re. Conflict of Interest

1.2 Approval of Formal Agenda

1.3 Approval of Consent Agenda

2.0 APPROVAL OF MINUTES

2.1 Draft minutes of the December 4, 2020 Open Council Meeting (*see attached*)

3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

- | | | |
|-----|---|--------------------------------------|
| 4.1 | Election of Officers (<i>oral</i>) | Registrar |
| 4.2 | Ontario Association for Applied Architectural Sciences (OAAAS) – Annual Presentation and Review of Motions for Upcoming Founder's Meeting (<i>see attached</i>) | OAAAS President & Executive Director |
| 4.3 | Council Nominations for the Pro-Demnity Insurance Company Board of Directors (<i>see attached</i>) | Executive Director |
| 4.4 | Terms of Reference for Working Group to review elements of the Licensed Technologist OAA program. (<i>see attached</i>) | Executive Director |
| 4.5 | Interns Committee – Amended Terms of Reference (<i>see attached</i>) | Councillor Krickhan |
| 4.6 | Appointments to the Comprehensive Education Committee (<i>oral</i>) | Vice President Mancini |
| 4.7 | Appointments to the Interns Committee (<i>oral</i>) | Councillor Krickhan |
| 4.8 | Sub-Committee on Building Code and Regulations (SCOBCAR) – Proposed Code Change SB-12 (<i>see attached</i>) | Vice President Vilardi |
| 4.9 | OAA Truth and Reconciliation Working Group – Final Report and Recommendations (<i>see attached</i>) | Councillor Krickhan |

5.0 ITEMS FOR DISCUSSION

- | | | |
|-----|---|-----------|
| 5.1 | Consideration of outstanding elements of Member's Resolution re. Digital Seals – to be addressed as the first item of business at the January meeting (<i>see attached</i>) | Council |
| 5.2 | President's 2020 Report to Council (<i>see attached</i>) | President |

CONSENT AGENDA

6.0 EXECUTIVE COMMITTEE REPORTS

- 6.1 Report from the President
6.1.a Report from Executive Director (*see attached*) Executive Director
6.1.b Governance Committee Update (*see attached*) Governance Committee
- 6.2 Report from the Senior Vice President and Treasurer SVP and Treasurer
6.2.a Financial Statements 12 months ending November 30, 2020 (*see attached*)
- 6.3 Report from Vice President Strategic Vice President Thomson
6.3.a Report from Vice President Strategic (*see attached*)
6.3.b Report from the Sustainable Built Environment Committee (*see attached*)
6.3.c Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (*see attached*)
- 6.4 Report from Vice President Communications Vice President Communications
6.4.a Report from the Communications Committee (*see attached*)
- 6.5 Report from Vice President Regulatory Vice President Hastings
6.5.a Activities Report from the Registrar (*see attached*)
- 6.6 Report from Vice President Practice Vice President Vilardi
6.6.a Report from Vice President Practice (*see attached*)
6.6.b Overall 2020 Statistics of the Practice Advisory Services (PAS) Hotline and Update on RFP Monitoring (*see attached*)
- 6.7 Report from Vice President Education Vice President Mancini
6.7.a Comprehensive Education Committee Update (*see attached*)

7.0 ITEMS FOR INFORMATION

- 7.1 Conference 2021 (*see attached*) Executive Director
- 7.2 Society Updates and 2020 Fall President's Tour (*see attached*) President

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

- 9.1 The next regular meeting of Council is Thursday March 4, 2021 at 9:30 a.m. via Zoom.
- The 2021 Priority Planning Session will be held on February 4-5, 2021 via Zoom.

10.0 ADJOURNMENT

January 21, 2021

(open)

ITEM: 2.1

Ontario Association of Architects**Meeting #271 Open****MINUTES****December 4, 2020**

The two hundred and seventy first meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Friday December 4, 2020 via Zoom.

Present:	Kathleen Kurtin	President
	Susan Spiegel	Senior Vice President and Treasurer
	Amir Azadeh	Vice President Communications
	Agata Mancini	Vice President Education
	Paul Hastings	Vice President Regulatory
	Andrew Thomson	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	J. William Birdsell	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jeremiah Gammond	Councillor (<i>part attendance</i>)
	Natasha Krickhan	Councillor
	Jeffrey Laberge	Councillor (<i>part attendance</i>)
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Milda Miskinyte	Councillor
	Sarah Murray	Councillor (<i>part attendance</i>)
	David C. Rich	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	None	
Guests:	Farida Abu-Bakare	Incoming Councillor
	Heather Breeze	Incoming Councillor
	Nedra Brown	OAA In-house Counsel (<i>part attendance</i>)
	Jennifer King	Incoming Councillor
	Lara McKendrick	Incoming Councillor
	Deo Paquette	Incoming Councillor
	Kristiana Schuhmann	Incoming Councillor
	Armand Cousineau	Senior Manager of Research, Stratcom (<i>part attendance</i>)
	Angela Lee	Director of Research and Engagement, Eastern Region, Stratcome (<i>part attendance</i>)

The President called the meeting to order at 3:20 p.m.

Incoming Council members, Abu-Bakare, Breeze, King, McKendrick, Paquette, and Schuhmann were extended a welcome to the meeting by the President. It was noted that these incoming members would be attending the meeting as observers.

Council moved from in camera to open at 1:00 p.m. to allow for the President to thank outgoing Councillors Azadeh, Gammond, Miskinyte, Murray, and Rich on behalf of Council for hard their work and support during their tenure on Council and spoke in detail about each one's accomplishments. Each outgoing member present spoke, reflecting on their time on Council.

Brown joined the meeting at 1:00 p.m.

The President thanked Brown for her dedication and years of service with the OAA in the capacity of Registrar and In-house Counsel.

Members of Council offered words of appreciation to Brown for her work and offered kind thoughts for now and her future.

Brown thanked Council for opportunity to work with them and wished everyone well.

Brown left the meeting at 1:10 p.m.

It was noted by the President that a Consent Agenda is being incorporated into the formal Agenda.

The President noted a video titled *Headress* from filmmaker JJ Neepin would be shared with Council and incoming members of Council as an acknowledgement and recognition by Council of the indigenous land and its people.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

Councillor Laberge declared a conflict of interest under item 4.1.d *Registration Committee* appointments.

AGENDA APPROVAL

9087. The President noted that there were no items to be added to the agenda:

It was moved by Rich and seconded by Mancini that the agenda for the December 4, 2020 open meeting be approved as circulated.

-- CARRIED

CONSENT AGENDA

9088. The President called for requests to discuss any items contained within the Consent Agenda.

No items were requested to be discussed further under the Consent Agenda.

It was moved by Rich and seconded by Birdsell that the consent agenda for the December 4, 2020 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9089. *Reference Material Reviewed:* Draft minutes of the November 5, 2020 Open Council meeting.

The draft minutes of the November 5, 2020 Open Council meeting were reviewed.

A member of Council suggested that on page four, paragraph seven in the motion, the word 'adaption' be amended to 'adaptation'.

It was moved by Mintz and seconded by Longlade that the minutes of the November 5, 2020 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9090. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9091. Appointments to Complaints Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Singh and seconded by Erskine that Toon Dreessen, Vanessa Fong, Swapan Jeet Kaur, Anna Richter be appointed to the Complaints Committee; and, that Ela Eroglu and Reza Hamidi be reappointed to the Complaints Committee each for a three-year term effective January 1, 2021.

-- CARRIED

It was moved by Singh and seconded by Erskine that Jose Castel-Branco be reappointed to the Complaints Committee for a one-year term effective January 1, 2021

-- CARRIED

It was moved by Rich and seconded by Vilardi that Ela Eroglu be reappointed as Chair, Complaints Committee for a one-year term effective January 1, 2021.

-- CARRIED

9092. Appointments to Discipline Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Hastings and seconded by Laberge that James Hargreaves be appointed for a three-year term; and, that Peter Ortvad be reappointed for a one-year term to the Discipline Committee effective January 1, 2021.

-- CARRIED

9093. Appointments to Experience Requirements Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Azadeh and seconded by Hastings that May Wu, Kirtidev Mehta, and Lorne Rose be appointed to the Experience Requirements Committee; and, that Izabela Kazanczuk, Toon Dreessen, and Michelle Grant be reappointed to the Experience Requirements Committee for a three-year term effective January 1, 2021.

-- CARRIED

9094. Appointments to Registration Committee (*oral*)

Councillor Laberge declared a conflict of interest and did not vote on the motion.

The Vice President Regulatory reported.

It was moved by Hastings and seconded by Longlade that Raimondo Cuda and Jeremiah Gammond be appointed to the Registration Committee for a three-year term effective January 1, 2021.

-- CARRIED (1 abstention)

9095. Appointments to Practice Resource Committee (*oral*)

The Vice President Practice reported.

It was moved by Vilardi and seconded by Laberge that Cory Stechyshyn be reappointed to the Practice Resource Committee for a three-year term effective January 1, 2021; that Steven Kirshenblatt and Nevil Wood be appointed for a three year term to the Practice Resource Committee; and, that Danny Tseng be appointed for a two year term to the Practice Resource Committee.

-- CARRIED

9096. Appointments to the Sub-Committee on Building Code and Regulations (*oral*)

The Vice President Practice reported.

It was moved by Vilardi and seconded by Rich that Larry May and Elektra Vrachas be appointed; and, that Wendy Barner be reappointed to the Sub-committee on Building Code and Regulations (SCOB CAR) each for a three-year term effective January 1, 2021.

-- CARRIED

9097. Appointments to the Policy Advocacy Coordination Team (PACT) (*oral*)

The Vice President Strategic reported.

It was moved by Thomson and seconded by Birdsell that Arnav Garde be appointed to the Policy Advocacy Coordination Team (PACT) for a three-year term effective January 1, 2021.

-- CARRIED

9098. Appointments to the Sustainable Built Environments Committee (SBEC) (*oral*)

The Vice President Strategic reported.

It was moved by Mancini and seconded by Azadeh that Veronica Madonna and Karl van Es be appointed; and, university schools of architecture representatives Shannon Bassett and Vivian Lee be appointed to the Sustainable Built Environments Committee (SBEC) each for a three-year term effective January 1, 2021.

An amendment to the motion was proposed:

It was moved by Krickhan and seconded by Mintz that the motion be amended to include the appointment of Sheena Sharp to the to the Sustainable Built Environments Committee (SBEC for a three-year term effective January 1, 2021.

-- DEFEATED

It was further recognized by Council that Sharp has contributed considerably to the committee however had surpassed the Council's policy regarding terms served on a committee.

The original motion was voted on:

It was moved by Mancini and seconded by Azadeh that Veronica Madonna and Karl van Es be appointed; and, university schools of architecture representatives Shannon Bassett and Vivian Lee be appointed to the Sustainable Built Environments Committee (SBEC) each for a three-year term effective January 1, 2021.

-- CARRIED (3 opposed (Krickhan, Mintz))

9099. Appointments to the Interns Committee (*oral*)

Councillor Krickhan reported that Councillor Gammond has withdrawn his application from the Committee.

It was moved by Krickhan and seconded by Azadeh that Vineetha Sivathanan be re-appointed; and, that the following individuals be appointed to the Interns Committee for a three-year term effective January 1, 2021:

**Neo Mahfouz
Samanth Bite**

**Stefanie Siu Chong
Suzan Saeid Abushama**

-- CARRIED

9100. Appointment to the COMPASS Advisory Board (*oral*)

The Vice President Strategic reported that the current representative's term is ending on December 31. A call for expressions of interest was advertised to the membership to serve on the Board for a two-year term.

It was moved by Thomson and seconded by Mintz that Emilio de Leon be appointed as the OAA representative on the COMPASS Advisory Board for a two-year term commencing January 1, 2021.

-- CARRIED

9101. *Reference Material Reviewed:* Memorandum from Comprehensive Education Committee and Vice President Education, Agata Mancini dated November 26, 2020 re. Mandatory Continuing Education Requirement for minimum learning hours of accredited programming focused on Equity, Diversity, and Inclusion and attached supporting documentation. (**APPENDIX 'A'**)

The Vice President Education reported that the results of a recent survey focused on Equity, Diversity and Inclusivity in the membership revealed that 60% of respondents reported they experienced some form of harassment or discrimination. The Vice President further noted that this may be considered an act of professional misconduct in regards to conduct unbecoming of a professional. Under the Act, the OAA has a duty to address reported potential professional misconduct matters under the Complaints and Discipline process as set out in the Act.

It was noted by the Vice President Education that the introduction of a mandatory component into the Continuing Education (ConEd) program is just one step to address the issue of harassment and discrimination. The course would be offered free to the membership and offered once per month with the option to offer it in more frequent intervals if necessary.

A member of Council enquired if an option would be to offer the course to a larger group every two months.

The Vice President Education responded that it would be difficult to host a large group from an administrative standpoint.

Doyle added that there may be a resource impact to consider with proposed number of webinars.

It was noted by the Vice President Education that demand for the course on certain dates and caps on the number of attendees at one time will be considered further.

It was moved by Mancini and seconded by Laberge that Council approve the mandatory requirement for a minimum one learning hour of accredited programming focused on Equity, Diversity, and Inclusion for the Continuing Education Cycle 2021-2022; that staff be directed to

determine the best way to implement the requirement for the start of the cycle commencing January 1, 2021; and, that this requirement be reevaluated at the end of the Cycle.

-- CARRIED (2 opposed (Birdsell, Erskine), 1 abstention (Mintz))

9102. *Reference Material Reviewed:* Memorandum from Communications Committee dated November 20, 2020 re. Assessing OAA.Chat as a Digital Collaboration Tool for All Committees and Staff.

(APPENDIX 'B')

The Vice President Communications reported that at the November Council meeting, the public portion of OAA.Chat as a forum for members was considered in the context of a report from the Communications Committee on the matter. Further to that report, a survey of the three committees currently using .chat as a pilot collaboration tool was conducted. The Vice President noted that the feedback revealed a preference for email as the primary communication tool for committee work.

It was noted by the Vice President Communications that there was concern expressed around volunteer fatigue and a need to stay current on multiple platforms hence not wanting to monitor or use another online tool. The Communications Committee has made a decision not to continue to use OAA.chat and recommended that the Committee be tasked with exploring a global solution, and first determining what the needs are of committees, volunteers and staff

Doyle requested some clarification for staff in regards to next steps in terms of other committees that had also been using the .chat site.

A member of Council suggested that the current technology the OAA is using is dated, adding that there are alternatives however noted that they can be more complicated but could be considered for future use.

The Vice President Communications suggested that it depends on the digital competency within the members of each committee to determine what they wish to use.

Doyle suggested that the question for Council is whether to continue to use OAA.chat on the committee level given the feedback from the volunteers that they prefer to use email at this point

A Council member suggested that due to the timing of the introduction of the forum, there may be a learning curve and it is therefore too soon to make a decision to eliminate it.

The Vice President Communications suggested that the OAA's own e-communities functions well for the purpose of committees and noted an upgrade to the visual look and feel with the introduction of the new website.

A member of Council suggested that OAA.chat opened with little training. Noting the earlier comments about email use, the Council member highlighted that OAA.chat has email capability.

A Council member enquired as to the reason for adversity to third party options.

Doyle responded that there is no direct adversity to a third party option, however it is remote from the OAA's current database. Under the OAA's own e-communities, staff can easily sign-up committee members to their individual committee's e-communities as it is a function of our database and they use the same login for all OAA activities including their ConEd transcript, their annual billing, and document orders, etc. The benefit of e-communities is that the membership is drawn seamlessly from the database.

It was noted by the Vice President Communications that the various digital platforms will be assessed by the Communications Committee for the purposed of committee collaboration.

It was moved by Azadeh and seconded by Birdsell that Council direct the Communications Committee to explore options for a system-wide digital collaboration tool between OAA Committees that take into account the needs of both volunteer members and staff; and, that Council reassess the viability of the public forum portion only of OAA.chat at its 2021 Council Priority Planning Session as part of ongoing membership engagement strategies.

-- CARRIED

9103. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated November 19, 2020 re. 'Building Back Better' Panel Discussion. **(APPENDIX 'C')**

The Vice President Strategic reported that a panel discussion is being proposed to focus on the work of members to achieve net zero buildings in the spring of 2021 and potentially as part of the 2021 Conference. The audience is focused on clients, public and financiers, however will be a considerable member engagement activity.

It was moved by Thomson and seconded by Vilardi that Council approve the draft proposal for the panel discussion titled 'Building Back Better' which would be offered in connection with the OAA's Conference week in spring 2021, and that an amount up to \$6,000 be budgeted accordingly, to be drawn from the policy contingency.

-- CARRIED

9104. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 19, 2020 re. Consideration of Letter to Minister Clark re. Long Term Care/Congregate Living Spaces and the Ontario Building Code (OBC) and attached supporting documentation. **(APPENDIX 'D')**

Doyle reported that the letter for Council's consideration will be addressed to the Minister of Municipal Affairs and Housing, highlighting the issue of infection control. There is a typo in the letter which will be corrected.

It was moved by Spiegel and seconded by Vilardi that Council approve the draft letter to Minister Stephen Clark requesting changes to the Ontario Building Code to address the lack of building-related infection control measures.

-- CARRIED

9105. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 18, 2020 re. Appointments to the Canadian Architectural Certification Board (CACB) and attached supporting documentation. **(APPENDIX 'E')**

Doyle reported, noting that the national appointments to the CACB Board of Directors are subject to ratification by each of the CALA jurisdiction Councils.

It was moved by Erskine and seconded by Mintz that Council approve the recommendation of the National Canadian Architectural Certification Board (CACB) Standing Committee to appoint Peter Osborne to the CACB Board as the Canadian Architectural Licensing Authorities (CALA) representative; and, Anna Richter to the CACB Board as the joint CALA/Canadian Council of University Schools of Architecture (CCUSA) representative.

-- CARRIED

ITEMS FOR DISCUSSION

9106. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated October 26, 2020 re. Further consideration of the resolution as approved by the membership at the August 6, 2020 Annual General Meeting and attached supporting documentation. **(APPENDIX 'F')**

Doyle reported.

It was noted by a member of Council that the issue of professional seals and enforcement is one of the top priorities identified by the renewed Engineers, Architects and Building Officials (EABO).

Given the time in the day, the President suggested that the issue be deferred and take top priority in the January 2021 Council agenda for discussion at that time.

Action: Council deferred discussion on the member resolution and matter of digital seals to the January 21, 2021 meeting of Council; and, that it be designated for top priority to be discussed at that time.

9107. *Reference Material Reviewed:* Memorandum from Councillors, Natasha Krickhan and Milda Miskinyte dated December 4, 2020 re. Intern Architect Title Survey Report and attached supporting documentation. **(APPENDIX 'G')**

Council moved from in camera to open at 1:30 p.m. to receive a presentation from Stratcom representatives, Armand Cousineau and Angela Lee.

Murray left the meeting at 1:30 p.m.

The President welcomed Cousineau and Lee to the meeting.

Cousineau and Lee presented the findings of the survey to Council.

A member of Council enquired as to what the next steps will be now that the results of the survey are complete.

Councillor Miskinyte responded that work is underway to prepare a motion for the January Council meeting which will propose a title change for Council's consideration at that time.

A Council member requested some clarification with respect to the rationale and weighting of the survey.

Cousineau responded that the sample has been weighted to represent the actual population of the OAA membership in terms of intern architects and licensed members such that they are given equal weighting in the survey results.

It was suggested by Councillor Krickhan that Stratcom would be able to assist in facilitating the next steps in the process, however it was noted that this work was not in their original scope.

Doyle suggested that, in considering a recommendation from the Interns Committee, it would be important for Council to also understand all of the tangential issues and what would be required in order to implement a title change that exists in Regulation 27 and embedded in a national program. As such, a more realistic date to prepare a final report would be for the March meeting of Council. Information from the Office of the Registrar and further investigation and research will be required to proceed. It was further noted that a discussion with the members of CALA might be appropriate since all jurisdictions follow the IAP and use the term Intern Architect (or intern).

Action: It was agreed that the Interns Committee would consider the survey results further with a view to making a recommendation to the March Council meeting and that the report should also include information regarding other issues and implications of a title change such as the process for a Regulatory Change.

The President thanked Cousineau and Lee for their presentation.

Cousineau and Lee left the meeting at 1:55 p.m.

Gammond left the meeting at 2:00 p.m.

The meeting returned to in camera at 2:10 p.m.

9108. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle re. Tools and Resources re. Professional Fees. **(APPENDIX 'H')**

Doyle reported that further to the action item from the March 2020 meeting, the report addresses action taken by the various program areas since that time as well as recaps existing tools, resources and initiatives that the OAA has in terms of supporting members around professional fees.

It was noted by Doyle that QBS in the process of a refreshment, as well, there has been work as outlined in the report in the areas of communication and education.

Doyle noted that several new ideas proposed included the creation of an app for professional fees, a centralized website page for information on fees, and more engagement with the local societies.

It was suggested by Doyle that further discussion on the issue be tabled for the 2021 Priority Planning Session in February.

Action: Council directed that the issue of professional fees be added to the agenda for the 2021 Priority Planning Session.

CONSENT AGENDA

EXECUTIVE COMMITTEE REPORTS

9109. *Reference Material Reviewed:* Activities for the months of November to December. **(APPENDIX 'I')**

The report was noted for information.

9110. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 25, 2020 re. Update on Activities of the Executive Director. **(APPENDIX 'J')**

The report was noted for information.

9111. *Reference Material Reviewed:* Memorandum from the Governance Committee dated November 24, 2020 re. Update on OAA Governance Committee activities. **(APPENDIX 'K')**

The report was noted for information.

9112. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated November 19, 2020 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'L')**

The report was noted for information.

9113. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated November 19, 2020 re. Sustainable Built Environments Committee (SBEC) Update. **(APPENDIX 'M')**

The report was noted for information.

9114. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 20, 2020 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'N')**

The report was noted for information.

9115. *Reference Material Reviewed:* Memorandum from Councillor, Natasha Krickhan and Past President and co-chair of the Reconciliation round table and De-Colonization Working Group, John Stephenson dated November 26, 2020 re. OAA Truth and Reconciliation Working Group Update. **(APPENDIX 'N')**

The report was noted for information.

9116. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated November 24, 2020 re. Communications Committee Update and attached background information. **(APPENDIX 'O')**

The report was noted for information.

9117. Report from Vice President Regulatory (*oral*)

There were no further updates since the last meeting of Council.

9118. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated December 4, 2020 re. Activities Under the Registrar –October 21 – November 19, 2020 and attached background information. **(APPENDIX 'P')**

The report was noted for information.

9119. *Reference Material Reviewed:* Memorandum from Councillor and Chair, The Interns Committee, Natasha Krickhan dated December 4, 2020 re. Interns Committee Update. **(APPENDIX 'Q')**

The report was noted for information.

9120. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated November 24, 2020 re. Report from Vice President Practice. **(APPENDIX 'R')**

The report was noted for information.

9121. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated November 25, 2020 re. OAA/Ontario General Contractors Association (OGCA) Best Practices Committee – Report on November 19, 2020 Meeting and attached supporting documentation. **(APPENDIX 'S')**

The report was noted for information.

9122. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated November 20, 2020 re. Update from Vice President Education. **(APPENDIX 'T')**

The report was noted for information.

ITEMS FOR INFORMATION

9123. *Reference Material Reviewed:* Canadian Architectural Certification Board (CACB) Latest Activities dated November 6, 2020. **(APPENDIX 'U')**

The report was noted for information.

9124. *Reference Material Reviewed:* Canadian Architectural Licensing Authorities (CALA) Regulators Meeting Agenda – November 13, 2020. **(APPENDIX 'V')**

The agenda was noted for information.

9125. Society Updates and 2020 Fall President's Tour *(oral)*

There were no updates since the last meeting of Council.

9126. *Reference Material Reviewed:* Report from Ontario Association for Applied Architectural Sciences (OAAAS) dated November 24, 2020 re. Report to OAA Council. **(APPENDIX 'W')**

The report was noted for information.

OTHER BUSINESS

9127. There was no other business.

DATE OF NEXT MEETING

9128. The next regular meeting of Council is Thursday January 21, 2021 at 9:30 a.m. via Zoom.

ADJOURNMENT

9129. **It was moved and seconded that the meeting be adjourned at 4:50 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

Memorandum

FOR COUNCIL MEETING

To: Council

January 21, 2021

(open)

ITEM: 4.2

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kristi Doyle, Executive Director

Date: January 12, 2021

**Subject: Ontario Association for Applied Architectural Sciences (OAAAS)
Annual Meeting of the Founder**

Objective: To consider a recommendation with respect to the following items outlined in the report that are required to be dealt with at the 2021 Annual General Meeting of the Founder of the OAAAS.

In accordance with By-law No. 1 of the OAAAS, an annual meeting of the Founder of the Association must be held each year. The annual meeting of the Founder for 2021 will be held on a date to be confirmed in February 2021.

It is the responsibility of the Founder to vote on the resolutions that will be brought forward at the OAAAS Annual Meeting in February which are outlined in the attached report from the Board. It is requested that Council review the motions contained under the 'Action' item below that reflect those items that must be dealt with in the course of the AGM. With approval from Council these motions will be brought forward as resolutions at the AGM and will proceed in the affirmative, subject to Council's approval.

It is noted that the audited Financial Statements for the OAAAS for 2020 are being finalized and will be distributed once ready for circulation.

It is also necessary for the Council to appoint an individual to act on behalf of the OAA at the Annual Meeting of the Founder and execute the resolutions based on the recommendations of the OAA Council as noted above. It is suggested that the 2021 OAA President be given that direction.

Council is asked to consider approval of the following motions with respect to the resolutions that will be considered at the meeting of the Founder in February 2021 as recommended by the OAAAS Board of Directors.

Minutes of AGM February 6, 2020

It was moved by ... and seconded by ... that the minutes of the Annual General Meeting (Founder's Meeting) held on February 6, 2020 be approved.

By-law Amendment

It was moved by... and seconded by... that By-law 2, Section 2.2 be amended as follows:

*Subject to any vacancies, the Board of Directors shall consist of **eight** (nine) Directors elected from the following constituencies:*

- a) *(Province of Ontario – Licensed Technologist OAA Councillor, ex officio);*
- b) *At least four Directors shall be members of the OAA at the time of their election, with at least **two** (one) of those Directors being (a) member of the OAA Council; and*
- c) *At least four Directors shall be (appointed by OAAAS) **members of OAAAS at the time of their election**, with at least two of those Directors being Licensed Technologists OAA at the time of their election. Each Director shall be elected for a two-year term, with two Directors being elected each year.*

Election of the OAAAS Board of Directors

It was moved by ... and seconded by... that the proposed slate be appointed to the OAAAS Board of Directors.

Ex officio

Jennifer King, Lic.Tech.OAA (OAA Councillor)

Two-year term expiring in 2023:

John Romanov, OAA

Nicola Russo, Lic.Tech.OAA

Dana Seguin, Lic.Tech.OAA

1 OAA Councillor (to be determined)

Rick Mateljan, Lic.Tech.OAA

Jean Audette, Lic.Tech.OAA

Terms expiring in 2022:

Christina Facey, Lic.Tech.OAA

Francis Guanlao, Lic.Tech.OAA

Acceptance of Nomination for the President

It was moved by ... and seconded by... that Rick Mateljan be elected to serve as President until the 2022 AGM.

Acceptance of Nomination for Treasurer

It was moved by ... and seconded by ... that John Romanov be appointed Treasurer of the OAAAS to serve until the 2022 AGM.

Acceptance of Nomination for Secretary

It was moved by ... and seconded by... that Garry Neil be appointed Secretary for the OAAAS to serve until the 2022 AGM.

Acceptance of 2020 Financial Reports

It was moved by... and seconded by ... that the Financial Statements and Review Engagement for the fiscal year 2020 prepared by BDO Dunwoody LLP be approved.

Acceptance of the Appointment of Accountant

It was moved by ... and seconded by ... that BDO Dunwoody LLP be appointed as accountants to complete a Review Engagement of OAAAS for the 2021 fiscal year for a fee not to exceed \$6,500.

Action: Council is asked to consider approval of the motions with respect to the resolutions that will be considered by the Founders of OAAAS in February 2021 as outlined in the report.

Attachments: Report from OAAAS dated January 12, 2021



January 12, 2021

REPORT TO OAA COUNCIL

Given the uncertainty and disruption caused by COVID-19 through much of last year, the OAA Technology Program is pleased to report significant progress in 2020. As we enter 2021, OAAAS has adapted successfully to the new normal.

1. Annual General Meeting/Founder's Meeting

OAAAS is a not-for-profit corporation under Ontario laws. Uniquely, it has only one member – OAA. While OAAAS has an annual general meeting of its Board of Directors to approve the Financial Statements and auditor's Review Engagement report, and to elect the Board and officers, these decisions must also be approved at a meeting of the Founder. OAA typically appoints its President to conduct the Founder's meeting immediately following the February AGM.

Following this report, you will find the proposed motions for the 2021 AGM and Founder's meeting.

2. OAAAS Finances

As part of the OAA budget cycle, the 2020 OAAAS budget was approved by Council in August 2019. Revenues from members going through our certification journey are modest and less than total OAAAS expenses. Since fees paid by Lic.Tech.OAA members are made to OAA, the approved budget includes a contribution from OAA to OAAAS to cover the shortfall. Overall, total combined fees paid by members to OAAAS/OAA are greater than total expenses.

The OAAAS audit (Review Engagement) process should be completed prior to the January OAA Council meeting. Based on preliminary results we know OAAAS revenues and expenses were impacted by the pandemic.

While member revenues overall were unexpectedly strong, more members than normal failed to renew membership for the year. However, we did admit 31 new members, the highest number for many years. Despite increased member income, our overall income was lower than budgeted, primarily because the student awards program was moved online and we did not receive sponsorship income, which is tied to Conference exposure. Expenses were lower, primarily

because there were no in-person meetings after mid-March, and marketing and promotion activities were curtailed. Overall, we expect the contribution required from OAA to balance the books will be roughly 28% *less* than the \$67,200 originally budgeted.

Hastened by the pandemic (and to the delight of our auditors), OAAAS has decided that our financial operations will be conducted exclusively electronically beginning this fiscal year. All member fees will be invoiced via PayPal, all staff payments are now electronic, and all vendors and meeting expenses will be paid by bank transfer. Paper (e.g., for dues or expenses reimbursed by cheque) will be used on request only, and will be scanned for storage.

3. Ongoing Projects

- The examination renewal process has now become a permanent fixture in OAAAS activities and budget. In 2020, all existing questions were reviewed and updated as necessary, new items were added, as were new sections, including interior design and project management.
- OAAAS continues to work with the colleges on several initiatives. The student awards in 2021 will again be conducted virtually and we expect to have several virtual presentations to college students in the coming months.
- Importantly, we are pleased to report progress on the initiative to establish a certification process for the advanced diploma programs in architectural technology. The core proposal under development is for OAAAS and the colleges to collaborate to establish the assessment criteria and benchmarks, while Technology Accreditation Canada will become the certification body.
- Discussions with the Association of Architectural Technologists Ontario (AATO) were suspended in 2020 because of the pandemic, but these will be renewed in the near future.
- OAAAS has successfully transferred our administrative functions to a new computer system that is fully compatible with the OAA system. This enables us to transfer files as appropriate, which is important when members apply for OAA licensure.

4. OAA Working Group

The OAAAS Board of Directors welcomes the Council decision to establish a Working Group to consider all aspects of the *Policy Statement on the Licensed Technologist OAA*. We also concur it is an appropriate time to consider the most effective way to operate the certification program, including the possibility of fully integrating it into OAA's operations. OAAAS continues to recommend that the Working Group be comprised of equal representation from OAA and OAAAS.

Garry Neil
Executive Director | Registrar

**OAAAS FOUNDER'S MEETING 10
PROPOSED MOTIONS**

February __ 2021

1.0 Minutes of Founder's Meeting 9 – February 6, 2020

That the minutes of the Founder's Meeting 9 held on February 6, 2020 be approved.

2.0 Registrar's Report

The Registrar reported that, at November 30, 2020, there were 182 Technologist OAAAS members and 134 Licensed Technologists OAA. Thirty-one new members were admitted in 2020. This report is for information only.

3.0 Recommendation for By-Law Amendment

That By-law 2, Section 2.2 be amended as follows:

Existing provisions to be changed are highlighted by ~~strike through~~ and new provisions by (parentheses).

Subject to any vacancies, the Board of Directors shall consist of ~~eight~~ (nine) Directors elected from the following constituencies:

- a) (Province of Ontario – Licensed Technologist OAA Councillor, *ex officio*);
- b) At least four Directors shall be members of the OAA at the time of their election, with at least ~~two~~ (one) of those Directors being (a) members of the OAA Council; and
- c) At least four Directors shall be (appointed by OAAAS) ~~members of the OAAAS at the time of their election~~, with at least two of those Directors being Licensed Technologists OAA at the time of their election. Each Director shall be elected for a two-year term, with two Directors being elected each year.

4.0 Recommendation for Election of Board of Directors

- a) *ex officio*: Jennifer King, Lic.Tech.OAA (OAA Council)
- b) OAA: John Romanov, OAA
Nicola Russo, Lic.Tech.OAA
Dana Séguin, Lic.Tech.OAA
One additional member of OAA Council (TBD)
- c) OAAAS: Two-year term expiring in 2023:
Rick Mateljan, Lic.Tech.OAA
Jean Audette, Lic.Tech.OAA
The terms of the following expire in 2022:
Christina Facey, Lic.Tech.OAA
Francis Guanlao, Lic.Tech.OAA

4.0 Recommendation for Election as President

That Rick Mateljan be elected President to serve until the 2022 AGM.

5.0 Recommendation for Election as Treasurer

That John Romanov, OAA be elected Treasurer to serve until the 2022 AGM.

6.0 Recommendation for Appointment as Executive Director | Registrar

That Garry Neil be appointed OAAAS Executive Director | Registrar to serve until the 2022 AGM.

7.0 Recommendation for Appointment as Secretary

That Garry Neil be appointed Secretary to serve until the 2022 AGM.

8.0 Recommendation for Approval of Financial Reports

That the Financial Statements and Review Engagement Report for the fiscal year 2020 prepared by BDO Dunwoody LLP be approved.

9.0 Recommendation for Appointment of Accountants

That BDO Dunwoody LLP be appointed as accountants to complete a Review Engagement of OAAAS for the 2021 fiscal year for a fee not to exceed \$6,500.

Memorandum

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 4.3

From: Kristi Doyle, Executive Director

Date: January 19, 2021

Subject: **Council appointment to Pro-Demnity Insurance Company (Pro-Demnity) Board of Directors**

Objective: To consider the appointment of an OAA Councillor to the Pro-Demnity Board of Directors effective immediately.

-
1. As you are aware, the OAA Council has three interlocking directors on the Board of Pro-Demnity. One member is by virtue of office and that is the Senior Vice President & Treasurer, currently held by Susan Spiegel. Pending the outcome of the election of officers, this individual may change. In addition to the SVP, the Council selects two other members of Council to sit on the Board.
 2. The appointments to the Board of Directors are officially made each year at the annual meeting of the Shareholder (i.e. the Council of the OAA) which is generally held in June. At that time, Pro-Demnity's Nominations Committee puts forward a final slate of proposed Directors for Council to vote on.
 3. Council member, Settimo Vilardi is serving the second year of a two-year term on the Board. Past Councillor Sarah Murray's term on the Board has ended and will need to be replaced by a current Council member as her term on Council ended December 31, 2020, hence the need to identify an individual immediately, and before the next annual meeting of the shareholder.

4. As a result of notice to members of Council, a request for expressions of interest, applications were received from Bill Birdsell and Kathleen Kurtin. Each Councillor's statement is attached for reference.

Action: Council is asked to appoint a member of Council to serve on the Pro-Demnity Board of Directors for a two-year term effective immediately with the intent that they would serve until June 2023.

Attachments: Candidate statements from the following:
Bill Birdsell
Kathleen Kurtin

Pro-Demnity – Expression of Interest by Bill Birdsell

Dear Council Members,

I would be an asset to both Council and the Pro-Demnity Board if chosen by you to be an interlocking Director. My keen interest in Pro-Demnity and has followed its progression first as a Practicing Architect, then as an engaged Council Member and ultimately as a past member of the Board including a period of time when I was the Board Chair. The company has gone through many financial challenges from a combination of increased legal defense costs, changing government reporting requirements and lower returns from financial markets.

The company needs policies to effectively communicate these stresses to the certificate of practice holders while reminding them of the value that Pro-Demnity represents to the larger profession as well as the general public. The past plan credit has been replaced by increased premium costs to our firms. I recognize that this has been necessary and effective at meeting the financial burden faced by Pro-Demnity but communication is still required. Clients are actively trying to shift their liability to us. The company has worked for years to develop a broader business model to increase income. All of these concerns represent opportunities for the company to evolve as the valued asset of the OAA and the profession at large. I applaud the current Board for their achievements effectively leading the company.

I bring superior communication and financial management skills to this position. I have a broad understanding of Pro-Demnity and feel I can be a positive addition to the Board. I can act as part of the bridge and bond between Council and the current progressive Board.

Please select me to represent council as an interlocking director on the Board of Pro-Demnity Insurance.

Thank you, Bill

Members of Council:

I ask for your support in the upcoming election for the position of the Interlocking Director position at Pro-Demnity Insurance. I believe that Pro-Dem plays a critical role in the insuring the architectural profession in Ontario, ensuring that errors and omissions insurance is accessible to all Ontario architects, so that all are able to obtain a Certificate of Practice.

Having sat as the SVP interlocking director for two years, followed by two years as an invited guest to Pro-Dem Board meetings, as President of the OAA, I have an in-depth understanding of the organization.

While SVP Interlocking Director, I sat on Pro-Dem's Audit and Finance Committee and was a member of the Selection Committee for their new CEO and President, so have been instrumental in the transition in leadership at Pro-Demnity. In addition, I have a good understanding of the current state of the insurance industry, as well as Pro-Dem's business model, and recognize some of the potential financial challenges ahead.

I have two years left on Council, and feel that the continuity and knowledge I can bring to the position will be valuable to both ProDemnity and the members of the OAA.

Thank-you for your consideration

A handwritten signature in black ink, appearing to read 'K. Kurtin', written in a cursive style.

Kathleen Kurtin

Memorandum

FOR COUNCIL MEETING

To: Council

January 21, 2021

(open)

ITEM: 4.4

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kristi Doyle, Executive Director

Date: January 13, 2021

Subject: **Working Group Terms of Reference - Review of the OAA's Technology Program**

Objective: Council to consider and approve the Terms of Reference for a Working Group to review the OAA's Technology Program.

In the fall of 2020, representatives of the Ontario Association for Applied Architectural Sciences (OAAAS), the OAA's Technology Program, made a presentation to Council proposing changes to the Licensed Technologist OAA (Lic.Tech.OAA) Policy Statement and scope of practice. Council considered the request and a motion was passed at the December Council meeting to establish a working group to review the program and proposals in depth as follows:

It was moved by Mancini and seconded by Hastings that Council direct the establishment of a working group that is tasked with a mandate to review in detail the proposals presented by the Ontario Association for Applied Architectural Sciences (OAAAS) that are focused on changes to the Licensed Technologist OAA Policy statement, including:

- ***the proposed change to the scope of practice for Licensed Technologists OAA;***
- ***consideration of how the Policy Statement would be integrated into the Architects Act and Regulations;***
- ***consideration of fully integrating the OAA's Technology program into the mandate of the OAA, such that the OAAAS would eventually be dissolved; and,***

that the working group be comprised of five members of the OAA Council, including a member of Executive Committee and the Licensed Technologist OAA member, as well as a member of the OAAAS Board, that the working group report back to Council in the fall of 2021; and, that staff be directed to draft a Terms of Reference that reflect the above for Council's approval at the January 2021 meeting.

-- CARRIED

Attached for Council's consideration and approval is a draft Terms of Reference for the working group.

Action: Council to consider and approve the Terms of Reference for the Working Group to review the OAA's Technology Program.

Attachments: Working Group Terms of Reference – Review of OAA's Technology Program

Working Group – Review of OAA’s Technology Program

TERMS OF REFERENCE

MANDATE

The Working Group is established at the direction of OAA Council and in response to proposals advanced by the Ontario Association of Architectural Technologists (OAAAS) at the November 2020 meeting of OAA Council. The Working Group will review in detail the two Proposals presented by the OAAAS that are focused on changes to the Licensed Technologist OAA Policy statement. The Working Group will specifically address the following and report back to Council with recommendations that address the following:

- the proposed change to the scope of practice for Licensed Technologists OAA;
- consideration of how the Policy Statement would be integrated into the *Architects Act* and Regulations; and,
- consideration of fully integrating the OAA’s Technology program into the mandate of the OAA, such that the OAAAS would eventually be dissolved.

RESPONSIBILITIES

The Working Group shall:

- i) conduct its work in a manner that recognizes Licensed Technologists OAA as participating members of the OAA, and in accordance with the OAA’s primary responsibility to protect the public interest.
- ii) conduct its work in a manner that is consistent with the OAA’s goals and objectives around equity, diversity and inclusion as well as accessibility.
- iii) provide a written Report and Recommendations to Council at the conclusion of its mandate.
- iv) where appropriate, may look at additional elements of the program in the spirit of a holistic approach to their mandate as well as transparency.
- v) coordinate and/or liaise with other resources in order to conduct their work including staff, legal counsel, members of the OAA and the OAAAS, and others as appropriate.

ACCOUNTABILITY

The Working Group is accountable to Council to operate in accordance with the Act, the regulations and by-laws under the Act and in accordance with the policies and budgetary constraints of the Association established by Council. Meeting of the Working Group will be held virtually and as such costs will be minimal. The Working Group will identify where funding may be required to carry out their work and advance a budget request to Council accordingly.

COMPOSITION

The working group shall be comprised of five members of the OAA Council, including:

1. At least one member of the Executive Committee of Council
2. The Licensed Technologist OAA member of Council
3. One member of the OAAAS Board, to be identified by the OAAAS
4. Three additional members of Council

The Council shall identify the Chair from among these individuals.

The Executive Director and Registrar will also be a part of the Working Group.

TIMEFRAME and REPORTING

The Working Group will provide regular updates at each meeting of OAA Council.

The final Report and Recommendations will be presented at the November meeting of Council.

The Working Group will be sunset upon receipt of the final Report and Recommendations.

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 4.7

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Settimo Vilardi, Vice President Practice

Date: January 11, 2021

Subject: SCOBCAR - Proposed SB-12 Change – Expanding the list of Approved Software

Objective: Council to consider the proposed change and submission approach as presented in memo.

Background:

On December 11, 2020, the Sub-Committee on Building Codes and Regulations (SCOBCAR) invited Vice President Strategic, Andy Thomson to present background information on a proposed SB12 Building Code change. The proposed change impacts Supplementary Standard SB-12 - Energy Efficiency for Housing OBC/SB12 appendix A-2.1.2.1.

During the presentation, Thomson indicated that one of Council's priorities is Climate Stability. Increasing architects' skills in energy literacy would be beneficial.

Proposed Change to the Code and Suggested Approach

A change was proposed that the phrase "non-exclusive list of" be added before the word "software" as noted below.

Current OBC wording: Annual Energy Use Software: For the purpose of calculating the annual energy use of a proposed design and a design based on a selected compliance package, the following **software may be used**:

Proposed changed wording: Annual Energy Use Software: For the purpose of calculating the annual energy use of a proposed design and a design based on a selected compliance package, the following ***non-exclusive list of*** software may be used:

Explanation and feedback from SCOBCAR Committee (see attached)

This change would give architects and engineers more tools to use when submitting calculations to Authorities Having Jurisdiction (AHJs) instead of being stuck with proprietary software. Most AHJs have no familiarity with software so have to rely on the expertise of professionals.

A non-exclusive list gives licensed professionals the option to use the software of their choice. See link to [TEUI](#) calculator (re Greenhouse Gas Intensity) TEUI will be introduced in the first quarter of next year.

Following the presentation and discussion, the committee voted:

Eight Committee members voted to submit the proposed change and two voted against.

SCOBCAR recommends to Council that the proposed change be made via the [MMAH portal](#) and also (in anticipation of further harmonization between OBC and NBC) to pursue the proposed change in parallel to the National Building Code through the process established by the National Research Council.

Action: Council to consider the approval of the proposed change, and that it be submitted via the Municipal Affairs and Housing portal, and to pursue the proposed change in parallel at national level with the National Research Council.

Attachments: SCOBCAR Committee comments and Proposed Submission to MMAH Portal

PROPOSED BUILDING CODE CHANGE REQUEST FORM TO MMAH
SB-12-Appendix A-2.1.2.1.

SCOB CAR COMMITTEE Meeting - December 11, 2020 PROPOSED BUILDING CODE CHANGE REQUEST SB-12-Appendix A-2.1.2.1. Note: This template is based on Ministry of Municipal Affairs and Housing 2012 Building Code Change Request Form http://www.mah.gov.on.ca/Page10705.aspx			
			Information from member for review- A. Thompson
	CODE CHANGE REQUEST (Enter Code Reference of the Requested Change: Division, Part, Section, Subsection, Article, Sentence, etc. eg: Div. B, 9.32.3.5.(1))		Supplementary Standard SB-12 - Energy Efficiency for Housing OBC/SB12 appendix A-2.1.2.1.
	Change an existing Code provision:		Yes
	Add a new Code provision		No
	Have you forwarded this change to the Canadian Commission on Building and Fire Codes as a proposed amendment to the model National Building or Plumbing Codes? Y/N		No
1	REQUESTED CHANGE/ADDITION: What wording do you propose for the change?	Current wording of OBC/SB12 appendix A-2.1.2.1.	Annual Energy Use Software: For the purpose of calculating the annual energy use of a proposed design and a design based on a selected compliance package, the following software may be used :
2		DRAFT wording for OBC/SB12 appendix A-2.1.2.1:	Annual Energy Use Software: For the purpose of calculating the annual energy use of a proposed design and a design based on a selected compliance package, the following non-exclusive list of software may be used: • HOT2000 version 10.51 or later versions • other software referenced by the EnerGuide Rating System • Passive house software such as o WUFI Passive o Passive House Planning Package • RESNET accredited Home Energy Rating System (HERS) software, such as: o ICF International Beacon Residential Version 2-80-3 o Ekotrope, HERS Module v2.0 o EnergyGauge® USA Version 5.0 o REM/Rate v14.6.2
3	PROBLEM: Why should the existing provision be revised? If requesting an addition to the Code, what is missing?		The way it reads now, AHJ's may and have interpreted this list as exclusive, when architects, engineers and other 'qualified professional' designers have access to other and in some cases better tools (such as hourly models c/w local environment/context shading as per EcoDesigner, EnergyPro, Cove.Tools and others), these should be accepted as equivalent, so without requiring a vetting of a host of additional softwares , further emphasis on the 'may be used' clause is necessary to clarify the intent of SB12 .
4	JUSTIFICATION/EXPLANATION: How does the requested change address the problem?		
5	OBJECTIVE(S): Which of the Code's objectives does the requested change address? (See Part 2 of Division A of the Building Code for the list of objectives.)		
6	COST/BENEFIT IMPLICATIONS: Will the change entail any added costs (material, long-term or operational)? Will it provide benefits that are measurable? (e.g. energy efficiency, enhanced fire safety, accessibility, operating costs)		No cost implications - if anything a cost savings to the public due to disputes over interpretation may be avoided. Increasing access and use of emerging and superior energy modelling tools (such as EnergyPro, DesignPH, Cove.tools, EcoDesigner and others - which we do not plan to add to the exisating list) means that a higher quality of services may be offered to the public, targeting greater building efficiency and cost:benefit analysis among designers.
7	ENFORCEMENT IMPLICATIONS: Can the requested change/addition be enforced by the infrastructure available to enforce this Code? Will its enforcement require an increase in resources?		No increase in enforcement is anticipated, this clarifies the intent already implied in the Appendix.
8	EFFECT ON OTHER CODES: Will the proposed change affect other Codes? (e.g. Fire Code, Electrical Safety Code, Gas Utilization Code) If so, have you consulted with the appropriate authority? (e.g. Office of the Fire Marshal, Electrical Safety Authority, Technical Standards and Safety Authority, etc.)		This will have no bearing on other Codes as it deals with thermal performance modelling done with a list of softwares already.
9	OTHER COMMENTS: For example, identify other Code requirements affected by the requested change, etc.		Furthermore, a specific list may be too prescriptive. The OAA would prefer criteria for software be listed in a future code rather than specific brands of software.
10	ATTACHED SUPPORTING MATERIAL: (e.g. research, test results, statistics, case studies.)		

PROPOSED BUILDING CODE CHANGE REQUEST FORM COMMENTS
SB-12-Appendix A-2.1.2.1.

SCOBCAR COMMITTEE Meeting - December 11, 2020 PROPOSED BUILDING CODE CHANGE REQUEST SB-12-Appendix A-2.1.2.1. Note: This template is based on Ministry of Municipal Affairs and Housing 2012 Building Code Change Request Form http://www.mah.gov.on.ca/Page10705.aspx									
	the Requested Change: Division, Part, Section, Subsection, Article, Sentence, etc. eg: Div. B, 9.32.3.5.(1))		Supplementary Standard SB-12 - Energy Efficiency for Housing OBC/SB12 appendix A-2.1.2.1.						
	Change an existing Code provision:		Yes						
	Add a new Code provision		No						
	Have you forwarded this change to the Canadian Commission on Building and Fire Codes as a proposed amendment to the model National Building or Plumbing Codes? Y/N		No						
				Comments/ Questions Member 1	Comments/ Questions Member 2	Comments/ Questions Member 3	Comments/ Questions Member 4	Comments/ Questions Member 5	Other Comments for Consideration
1	REQUESTED CHANGE/ADDITION: What wording do you propose for the change?	Current wording of OBC/SB12 appendix A-2.1.2.1.	Annual Energy Use Software: For the purpose of calculating the annual energy use of a proposed design and a design based on a selected compliance package, the following software <i>may be used</i> :						
2		DRAFT wording for OBC/SB12 appendix A-2.1.2.1:	Annual Energy Use Software: For the purpose of calculating the annual energy use of a proposed design and a design based on a selected compliance package, the following non-exclusive list of software may be used: • HOT2000 version 10.51 or later versions • other software referenced by the EnerGuide Rating System • Passive house software such as o WUFI Passive o Passive House Planning Package • RESNET accredited Home Energy Rating System (HERS) software, such as: o ICF International Beacon Residential Version 2-80-3 o Ekotrope, HERS Module v2.0 o EnergyGauge® USA Version 5.0 o REM/Rate v14.6.2	In my opinion, this does not alleviate the concern that building officials will rely on the safe approval route of only allowing the software listed.	Preliminary comments. SB12 - I generally agree with the proposed language refinement outlined in the excel chart. However, I would like to better understand why we aren't considering proposing the solution at this time of describing criteria for the software, instead of specific software brands? This is noted at the end of the excel chart in the "other comments" section.	I do not support the proposal as presented. Codes deal with compliance modelling, which is set in a specific context with specific rules. Energy modelling software is much more open ended and open to possibilities that do not follow the code rules, but demonstrate low energy / carbon building under the scenarios modelled. Designers are free to use any modelling approach desired to get the best results for their client. However, it may be easier, clearer and faster to compare the final results of a modelling study to one of the prescriptive packages and demonstrating that the proposed building exceeds the SB-12 compliance package in all ways. The point of the compliance exercise is to demonstrate that the proposed building meets or exceeds the performance of the prescriptive reference package, not to discuss performance that is not represented in the compliance package. The battles in compliance modelling are most commonly around the definition of the reference building. Not many architects do energy design, so there is a high risk that representational errors will be made in the model. AHJ's have no skills in interpreting energy models and look for the seal of a coordinating professional on the output reports as their insurance. Without a guide to the generation of the reference building as is found in Part 8 of the NECB an AHJ has no way of knowing, even if they had the time to look, which they don't, whether or not the reference building was being purposely derated in some way.	I agree that having a prescriptive list is problematic. Newer versions, outdated versions, discontinued software, etc. However, is there a history of AHJ not accepting particular software that is not listed?		One of Council's priorities is Climate Stability. Increasing architects' skills in energy literacy would be beneficial via a Code change to support architects to do energy modelling. This change would give architects and engineers more tools to use when submitting calculations to Authorities Having Jurisdiction (AHJs) instead of being stuck with proprietary software. Most AHJs have no familiarity with software so have to rely on the expertise of professionals. A non-exclusive list gives licensed professionals the options to use the software of their choice. A TEUI calculator to measure Greenhouse Gas Intensity will be introduced in the first quarter of next year. It will take 10 years to get up to speed. Typically energy modeling is primarily done by mechanical engineers. Emissions can be reduced by 75% with capital costs at only 4%. This can be improved upon by architects doing energy modeling earlier in the design process.

PROPOSED BUILDING CODE CHANGE REQUEST FORM COMMENTS

SB-12-Appendix A-2.1.2.1.

3	PROBLEM: Why should the existing provision be revised? If requesting an addition to the Code, what is missing?		The way it reads now, AHJ's may and have interpreted this list as exclusive, when architects, engineers and other 'qualified professional' designers have access to other and in some cases better tools (such as hourly models c/w local environment/context shading as per EcoDesigner, EnergyPro, Cove.Tools and others), these should be accepted as equivalent, so without requiring a vetting of a host of additional softwares, further emphasis on the 'may be used' clause is necessary to clarify the intent of SB12.			I do not support extending the list of "allowable" software. There is no avoiding the details of the software packages referenced. Both HOT2000 and PHPP have been validated under a special section of ASHRAE Standard 140, which addresses software that does not use hourly weather data, but otherwise performs in acceptable ways. It would be feasible to expand the list to include PHPP for this reason, but not necessarily more advantageous to the AHJ than the method proposed above. Our office bought a copy of WUFI Passive at a point when we were considering directiing our Passive House projects to PHIUS certification. The software was perhaps acceptable as a coordination tool for a PHIUS application but did not seem fully enough developed to produce anything but workarounds and heartache. US software that does not have or accept Canadian weather files would not be acceptable. Reporting on different scales and methods than used for Energuide would not be acceptable without conversions to Energuide values.		I agree with the allowance for additional ways to demonstrate compliance. The problem with AHJ's is that they must be equally familiar with those programs or software. Acceptance may more easily be achieved through the software supplier contacting AHJ's or Ontario Building Official organization directly.	
4	JUSTIFICATION/EXPLANATION: How does the requested change address the problem?					Under the guise of offering more flexibility, it would produce more confusion.			
5	OBJECTIVE(S): Which of the Code's objectives does the requested change address? (See Part 2 of Division A of the Building Code for the list of objectives.)								
6	COST/BENEFIT IMPLICATIONS: Will the change entail any added costs (material, long-term or operational)? Will it provide benefits that are measurable? (e.g. energy efficiency, enhanced fire safety, accessibility, operating costs)		No cost implications - if anything a cost savings to the public due to disputes over interpretation may be avoided. Increasing access and use of emerging and superior energy modelling tools (such as EnergyPro, DesignPH, Cove.tools, EcoDesigner and others - which we do not plan to add to the exisating list) means that a higher quality of services may be offered to the public, targeting greater building efficiency and cost:benefit analysis among designers.			Higher quality design services can be offered to clients by any practitioner using any analysis software in which they are experienced. This does not have to extend to code compliance demonstrations using the designer's software of choice only.			
7	ENFORCEMENT IMPLICATIONS: Can the requested change/addition be enforced by the infrastructure available to enforce this Code? Will its enforcement require an increase in resources?		No increase in enforcement is anticipated, this clarifies the intent already implied in the Appendix.			A considerable potential exists for increased cost of enforcement in the absence of a supporting reference building definition for each software package, or translations of output values to those equivalent to Energuide values.			
8	EFFECT ON OTHER CODES: Will the proposed change affect other Codes? (e.g. Fire Code, Electrical Safety Code, Gas Utilization Code) If so, have you consulted with the appropriate authority? (e.g. Office of the Fire Marshal, Electrical Safety Authority, Technical Standards and Safety Authority, etc.)		This will have no bearing on other Codes as it deals with thermal performance modelling done with a list of softwares already.			Agreed.			
9	OTHER COMMENTS: For example, identify other Code requirements affected by the requested change, etc.		Furthermore, a specific list may be too prescriptive. The OAA would prefer criteria for software be listed in a future code rather than specific brands of software.	Agreed		The HOT2000 environment (or NECB Part 8 for that matter) is already well validated and proven. Where is the benefit in duplicating this effort?			
10	ATTACHED SUPPORTING MATERIAL: (e.g. research, test results, statistics, case studies.)			Do you have other suggested documents to share?	Do you have other suggested documents to share?	Do you have other suggested documents to share?	Do you have other suggested documents to share?	Do you have other suggested documents to share?	

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 4.8

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Truth & Reconciliation Work Group

Co-Chair, Natasha Krickhan	
Co-Chair, John Stephenson	
Brian Porter	Calvin Brook
Dani Kastelein	Eladia Smoke
Louis-Pierre Belec	Edward Winter
Larissa Roque	

Date: January 11, 2021

Subject: **Final Report and Recommendations of the Truth & Reconciliation Working Group**

Objective: For Council to receive the final report of the Truth & Reconciliation Task Group and consider further action regarding the recommendations presented.

In December 2018, as a result of a roundtable discussion focused on indigenous culture, architecture and architects Council established a Working Group with the following mandate: “...to explore and recommend a means to establishing an OAA De-Colonialization for Architecture Project that will examine the current professional regulatory landscape and consider actions that the OAA might take to encourage the evolution of the profession and practice of Architecture in Ontario towards the recommendations of the Truth and Reconciliation Commission”.

The Working Group has been reporting regularly to Council as it conducted its work. The last report was presented to Council at the September Meeting. Since

that time the group is happy to report that two Indigenous cultural competency training days called “Bimickaway” (translating to “footsteps in the sand”) were organized and presented by the Ministry of the Attorney General. Over 35 people attended in total which included OAA Councillors, Staff and members of the OAA Truth & Reconciliation working group. The sessions were facilitated by two indigenous presenters as well as 2 non-indigenous individuals. The training was well received and ended with attendees being asked to sign a commitment to Reconciliation (Personal and/or Professional). It is hoped that the second part of the training (The Blanket Ceremony) can be conducted later in 2021 when in-person meetings can resume.

Council will recall that Indigenous Architectural Graduate, Dani Kastelien was engaged over the summer months to conduct an Environmental Scan which would assemble and synthesize documents and resources created by other organizations that are focused on Truth & Reconciliation. A preliminary draft was presented by Kastelien to Council at the September 2020 meeting. That document is being finalized now and the Working Group recommends that it be made available on the OAA Website as a resource for members and the public.

The Working Group met on November 26 to finalize the recommendations that would be presented to Council. The recommendations are based on the *Truth and Reconciliation Calls to Action* that the working group felt most aligned with the OAA’s mandate and *Architect’s Act*. The full Truth and Reconciliation Commission of Canada’s Calls to Action can be found [here](#). Other background material relating to the work of the Truth and Reconciliation Commission of Canada can be found [here](#).

The following Recommendations of the Working Group are presented for Council’s consideration:

1. Create a standing OAA Committee dedicated to enacting the Calls to Action identified by the Truth and Reconciliation’s working group as aligning with the OAA’s mandate and the *Architects Act*. The OAA’s Truth and Reconciliation Committee is to have at least one Indigenous teacher, invited by the OAA, and at least one Indigenous architecture student and at least one Indigenous architect. It should also include a Vice President of Council and preferably, the Councillor who leads the Sustainable Built Environments Committee. It can include interested members of the working group and members of the OAA and other Indigenous activists, leaders, and artists. The committee should be chaired or co-chaired by one of its Indigenous members.
2. Hire a Consultant (preference for an Indigenous Consultant) to help the OAA’s Truth and Reconciliation Committee develop a curriculum for training regarding awareness and education for our membership that

marries Indigenous Cultural Competency Training with skills development for the profession of architecture.

3. Hire a Consultant (preference for an Indigenous Consultant) to help create an outline for a terms of reference for the OAA's Truth and Reconciliation Committee.
4. That "Bimickaway" and other Indigenous cultural competency training such as was provided by the Ministry of the Attorney General and to be developed by the Consultant in conjunction with the OAA's T&R committee that a member receives, be accepted as ConEd credits by the OAA at one credit per each hour up to a maximum of six credits per calendar year.
5. That OAA members fund a scholarship for Indigenous students to study architecture or architectural technology at University or at the College Level. The scholarship would help to pay for their tuition at the Undergraduate and Masters level.
6. That the OAA and OAA members advocate that all Federal, Provincial, and Municipal institutional buildings (Hospitals, Post-secondary colleges and universities, elementary schools, high schools, municipal libraries, museums, early child care learning centres, municipally run daycares, elderly nursing homes, congregate living homes, prisons) and buildings associated with transit projects (transit stations) which receive taxpayer funding (including those managed by Infrastructure Ontario, Metrolinx, the TTC, the Canada Mortgage and Housing Corporation etc.) include spaces and/or markers to reflect and respect the traditional occupation of those lands by Indigenous cultures and to facilitate cultural awareness.
7. That the OAA and OAA members hire a consultant to develop a best practice guideline for land recognition ceremonies at various phases of a building project including starting a construction project and for the incorporation of indigenous place-making into the design process.

Action:

Council is requested to consider the following actions and provide further direction:

1. Receive the final Report presented by the Truth Reconciliation Work Group to Council on January 21, 2021
2. Direct that the Environmental Scan document be published on the OAA Website and used as an ongoing resource tool for the OAA, Members and the public.
3. That Council bring forward the final Recommendations of the Working Group as noted above to the February Council planning session for further discussion and action.

Attachments: None



Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 5.1

To: Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

From: Kristi Doyle, Executive Director

Date: October 26, 2020

Subject: Further consideration of the resolution as approved by the membership at the August 6, 2020 Annual General Meeting

Objective: Council to consider further the additional elements of the resolution passed at the August 6, 2020 Annual General Meeting (AGM) to further study of efficacy of the stamp system.

As a reminder, the following resolution was passed by a vast majority vote of the membership at the Annual General Meeting of the members held on August 6, 2020:

Be it resolved that the OAA Council immediately rescind the requirement for mandatory electronic stamps and at the 2021 Annual General Meeting, present a report to membership on the efficacy of the entire stamp system and its ability to meet the OAA's core mandate of ensuring that all proposals submitted to municipalities governing the construction of building within the scope of the Architects Act

Council considered this member resolution at the September Council meeting and after discussion passed the following Council motion:

It was moved by Birdsell and seconded by Vilardi that the mandatory requirement for OAA members to obtain a digital seal offered through Notarius be rescinded effective immediately; and, that this direction be communicated to the members in the coming week; and, that the Executive Director and Registrar be directed to identify the existing options regarding seals to members in that communication; and that, a report be presented to Council at the November meeting to consider the second portion of the members' motion.-- CARRIED (10 in favour, 2 opposed, 3 abstentions)

In accordance with that motion, notice was provided to the membership via Special OAA News on September 29. A copy is attached. The notice advised of Council's decision to immediately rescind the mandatory requirement for digital seals and outlined the options regarding seals for members.

The purpose of this report is to bring forward to Council the second portion of the members' resolution:

“....present a report to membership on the efficacy of the entire stamp system and its ability to meet the OAA's core mandate of ensuring that all proposals submitted to municipalities governing the construction of building within the scope of the Architects Act.”

As an additional reminder, the OAA By-laws require Council to consider a member resolution within three months from when it is passed, however it is noted that the motion is not binding on the Council. As such, Council may wish to consider various approaches to address this question, as is, or in an amended format.

The following are a few points of information that Council may wish to consider in deciding next steps based on my discussions with the Registrar as we implemented Council's direction from the September meeting in regards to rescinding the mandatory requirement for e-seals.

The professional stamp/seal system is one that is used by a number of professions in order to signify a professional is taking responsibility for the 'work'. Council may wish to first gain a better understanding of the issue being raised in the members' resolution, and whether there is evidence to support further study i.e. is there a problem? Does the concern really lie with the efficacy of the seal or is the issue centred around the control of document and public dissemination and/or education of building officials?

Historically, the most prevalent regulatory issue related to stolen seals occurred when a client used an architect's sealed drawings after the client-architect agreement had terminated without the architect's permission or knowledge. In 2016, the OAA enforced, through injunction, an instance of a fabricated seal. So to the point above, "what is the problem we are trying to solve". Meaning that, if there are issues with fraud or misuse of a member's seal will they be solved by security? Or would the issues persist no matter what level of best practice seal/document security the OAA recommends to its members.

It would seem that many practices develop methods of how they seal and secure documents that work for their scale and type of work. It has been suggested that documents and seal images are most vulnerable when they are out of the control of the architect or Licensed Technologist OAA. One example is when a project is restarted after having been put on hold for a number of years and the client uses the original architect's documents without permission. The second example is when municipalities make project application documents available for view to the public on their websites. This is an issue that we have discussed before with groups like the City of Toronto.

This leads to the notion that more communication and education is needed at the building official/planning department level in respect to how they treat sealed documents. In addition, more education around enforcement of professional

design requirements as set out in the *Architects Act* by municipal official may be of particular importance in this discussion.

Again, the above information is simply provided as some initial thoughts based on conversation that myself and the Registrar have had over the last few weeks. A more fulsome discussion among Council is required in directing next steps on this matter.

Attached is a copy of the full member's motion which includes an introduction to the motion as read into the AGM meeting minutes.

Action: Council to consider further direction in relation to the second part of the resolution passed by the members at the AGM on August 6, 2020.

Attached: August 6, 2020 AGM Member motion and introduction
OAA Special News Bulletin dated September 30, 2020



OAA Council Considers Members' AGM Resolution Last Week

Discussion Results in Decision to Rescind Mandatory Requirement for OAA Digital Seals Through Notarius

The OAA has removed its requirement for a digital seal issued through Notarius. The decision was made at the OAA Council meeting on Thursday, September 24, and is effective immediately.

A [members' resolution](#) to rescind the mandatory requirement for new OAA seals to be digital via Notarius was approved at the [Annual General Meeting](#) in August. As per OAA By-laws, Council explored this matter, having a lengthy discussion that capped off months of reviewing and evaluating OAA seal use.

Previously, Notarius digital seals had been mandatory for new applications, as of January 2019, for Architects and Licensed Technologists OAA. This would have been extended to *all* Members as of January 2, 2022. However, with the requirement rescinded, both physical and digital OAA seals, accompanied by high-resolution seal images, may now be applied for and used. Members may make their own choice.

More information will be shared with the membership as Council continues to explore this transition and also considers the additional aspects of the members' resolution, which include a review of the digital seal program in general as well as consistent requirements for professional seals by municipal officials. Further discussion is planned for the next Council meeting, which is scheduled for November 5.

IMPORTANT INFORMATION FOR THOSE WHO REQUIRE A SEAL

If you require an OAA seal from this point forward, you will have two choices—digital or physical. Follow the instructions on the OAA Website related to the [Notarius digital seal](#), or apply for a physical seal directly from the OAA through the [Office of the Registrar](#). In both cases, you will also receive a complimentary high-resolution image of the member seal.

IMPORTANT INFORMATION FOR THOSE WHO ALREADY HAVE A NOTARIUS DIGITAL SEAL

Those already using Notarius digital seals and high-resolution seal images can continue using them. However, if you wish to obtain a physical seal, you can proceed with an application by contacting the [Office of the Registrar](#), and a seal will be provided to you at no cost. (Please note: this only applies to those who signed up for a digital seal before September 30.) Refer to [Regulatory Notice 1](#) for information related to seal application and usage best practices.

For more information, contact the [Office of the Registrar](#).

You are subscribed as **INSERT_EMAIL**

[Click here](#) to unsubscribe or update your email preferences

OAA Members may not unsubscribe from OAA Regulatory Notice.

The OAA office is located at 111 Moatfield Drive, Toronto, ON M3B 3L6

This motion was received in accordance within the deadline and duly signed by the following members in good standing as prescribed in OAA By-laws, Revised 2017 to be voted on at the OAA Annual General Meeting, August 6, 2020:

Jillian Aimis	Scott Harry Barker	Keith David Benjamin	Limor Benmor-Mizrahi
Jenny Lee Chau	Geoffrey Giles Christou	Pawel Fiett	Bojana Ivanova
Brian D. Luey	Vladimir Aleksandar Popovic	Lorne H. Rose	Sheena Sharp

Motion to Rescind the Requirement to Make Notarius Seals Mandatory.

The core mandate of the OAA is to protect the public by ensuring that buildings within specific categories are designed competently. The OAA executes its mandate through a licensing process requiring education, experience and exams, continuing education, and through ensuring that municipalities only accept designs sealed by licensed architects. Until January 2022 architects can signify that they are licensed by applying the digital image of their rubber stamp, to SPA/Permit drawings. Municipal employees can then check that the name on the stamp has a current license by referring to the OAA website.

In November, 2018, the OAA moved to a mandatory electronic system provided by an outside provider, Notarius. As of January 2019, new requests for seals have been issued solely in this digital format. Effective January 2022, all architects must exclusively use the Notarius electronic seals to seal documents.

There are several problems with this decision:

1. It only addresses the legitimacy of the stamps, which is a small part of ensuring that all buildings within the scope of the Act are designed by architects.
2. Architect's seals are used primarily on documents submitted to authorities having jurisdiction, and on documents related to contract administration. Authorities having jurisdiction accept digital representations of the stamp.
3. Commonly available, inexpensive and effective software can be used to lock drawings and documents.
4. This system does nothing to address the issue of whether municipalities are recognizing when the stamps are required, which is anecdotally a larger problem.

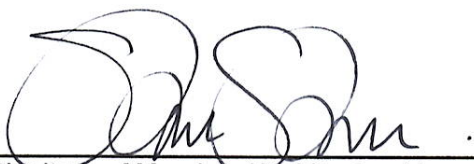
This system is not paid for from existing fees. At \$140 sign-up fee and \$185/yr, this amount is affordable for many architects. However, it represents a 20% increase in license fees, and approximately \$750,000 per year for Notarius, of which the OAA gets 5%. This is significant cost for a system that is solving a non-existent problem.

I support the following motion:

We move that the OAA Council immediately rescind the requirement for mandatory electronic stamps, and at the 2021 Annual General Meeting, present a report to membership on the efficacy of the entire stamp system and its ability to meet the OAA's core mandate of ensuring that all proposals submitted to municipalities governing the construction of building within the scope of the Architects Act.

SHEENA SHARP, ARCHITECT

Name of Member (Architect or Licensed Technologist)



Signature of Member (Architect or Licensed Technologist)

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 5.2

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kathleen Kurtin, President

Date: January 12, 2021

Subject: **Final Report from OAA President Kurtin and Review of 2020 Council Priorities**

Objective: To provide my final report to members of Council, and review progress on Council priorities set in 2020.

As my presidency draws to a close, I want to focus my final report to Council by reflecting on the priorities we set at the beginning of 2020. It has certainly been an unusual year, however I am proud of the accomplishments we have made as a group and as an Association despite the challenges the COVID-19 pandemic has thrown our way. In that spirit, it is important for us to reflect inward as the governing group and decision-makers for architecture as a self-regulating profession. Through critical and constructive evaluation, we can continue to improve and evolve.

In early February, Council held its annual planning session, adding **climate stability** in the built environment to the previous year's key priorities of **education continuum** and **membership engagement**, offering a practical forum for shaping the future of the profession. In addition, the 2019 priority of **equity, diversity, and inclusivity** evolved to become the lens through which all decisions would be made.

It goes without saying that Council's overreaching priority is to ensure that the OAA's mandate under the *Architects Act* is fulfilled. As we assess our achievements this year, I stand firm that protecting the public interest, as set out

in the Act, continues to be at the forefront of Council's actions. This must continue to be the case in the future if we are to preserve our self-governing status.

Attached is the graphic representation of the priorities. With the help of staff, I have outlined the activities, initiatives, and programming that speak directly to these goals and objectives in this report. It is more evident than ever that these priorities are inter-connected. Neither **climate stability** nor **equity, inclusivity, and diversity** are possible without both the **education continuum** and **membership engagement**.

Meeting Our Regulatory Mandate

As a self-regulated professional organization, the OAA is authorized under the *Architects Act* to establish, monitor, and enforce standards of practice and performance for its members and practices. Through these responsibilities, the OAA is mandated to protect the users and potential users of our members' professional services. The OAA achieves this by governing its members accordingly so that the public can be confident the profession is appropriately qualified and meets the requirements at law to practise architecture.

Through the efforts of staff, Council, and volunteers we continue to fulfil our regulatory responsibilities and are viewed by the government and our allied industries as a mature, competent regulator. Regulated professions and their governing bodies continue to face increased scrutiny in the eye of the public and government; therefore, we must remain diligent and focused on ensuring our regulatory house is in order.

Specific achievements that speak directly to our regulatory role

- Installed a new Registrar and Deputy Registrar;
- Introduced a new Governance Committee to ensure the OAA follows good governance in both operations and Council decision making;
- Improved transparency by building a new feature into the online OAA Member Registry, as part of the OAA Website's redesign, that allows the public to see individual members' and practices' discipline history;
- Continued to liaise with different government Ministries to promote legislation reflecting the public interest relative to the built environment;
- Registered 291 new architects and 362 new intern architects, while also transitioning the assessment of intern experience to architects; and
- Formalized discussions around succession planning.

Ongoing challenges

1. A better understanding must be developed among our wider membership, and among Council, of the difference between advocating for the protection of the public interest as defined by the Act and advocating for the architectural profession.

Equity, Diversity, and Inclusivity: The Overarching Lens

Our membership survey results, as well as raw membership data and anecdotal feedback, told us our profession continues to be inaccessible to many and fraught with issues of discrimination. At the same time, our most recent data demonstrates that the new generation of future architects is 50 per cent women.

Through our activities this year, we received candid, constructive criticism on how we need to do better—both collectively and individually—to confront deep-rooted biases and ensure all voices are represented and members of our profession reflect the population of the province of Ontario.

What has been done

- Implemented forums for discussion and feedback around equity, diversity, and inclusivity through social media and other OAA communication channels;
- Hosted three no-cost, Continuing Education sessions focused on the topics of unconscious bias, harassment in the workplace, and addressing diversity through leadership—each of these webinars was attended by more than 500 members;
- Council members, OAA staff, and Pro-Demnity staff and board members have trained in unconscious bias, and a process was introduced to allow for annual updates;
- Increased accessibility for members to Continuing Education (and major events including the Annual General Meeting and Celebration of Excellence awards show) through virtual formats;
- Held two Indigenous cultural competency training days—“Bimickaway”—for more than 35 people, including OAA Councilors, Staff, and members of the OAA Reconciliation Working Group;
- Hosted two virtual Roundtables on Equity, Diversity, and Inclusion for licensed OAA members as well as Intern Architects and students in Ontario’s schools of architecture to foster conversation that will promote

a better understanding of issues and raise actionable and impactful strategies to enact meaningful change;

- Updated website to meet *Accessibility for Ontarians with Disabilities Act* (AODA) standards for accessibility
- Introduced closed captioning to webinars for greater accessibility;
- Changed registration forms and standards for correspondence to remove prefixes to remove opportunity to inadvertently misidentify people; and
- Commissioned survey on membership composition to provide baseline for future work (administration in March).

Ongoing challenges

1. Work/life balance continues to be a challenge within the profession. The expectation of long hours and unpaid overtime remains prevalent throughout the profession. COVID has amplified this situation with many OAA members working from home. For the profession to be truly accessible, students, interns, and architects must be paid appropriately so that it is not only those of privilege who can afford to be architects.

2. There is inadequate support for members who are juggling family responsibilities and a professional career. COVID-19 has amplified this situation, revealing that women often pick up the extra load. As a professional organization, the OAA must find ways to accommodate members and provide other options.

3. More information and education must be offered to underrepresented groups, highlighting the possibilities of architecture as a career choice.

4. Issues related to inclusivity, equity, and diversity are constantly evolving; as an organization, there is a need for the OAA to stay current as society progresses.

Climate Stability

Buildings are significant contributors to our current climate crisis. As leaders charged with protecting the public interest, architects must play a significant role in finding new approaches and showing the public how to reduce the environmental impacts of both existing and new buildings.

What has been done

- Developed a Total Energy Use Intensity (TEUI) Calculator—a web-based application for performance evaluation of completed or existing Part 3

and Part 9 buildings for members' use (expected delivery: February 2021);

- Established OAA as a founding member of the Workforce 2030 coalition, creating a voice for the profession along with allied industry groups;
- Curated Continuing Education offerings based on sustainability, aspects of green architecture, etc.;
- Added mandatory eligibility criteria of TEUI calculations for OAA Design Excellence Awards;
- Changed criteria for student awards to include an environmental component;
- Directed Pro-Demnity Insurance Co. to divest from fossil fuels; and
- Sponsored *Imagining My Sustainable Cities*—a sustainability-based learning series for primary-school-aged children.

Ongoing challenges

1. There must be continual development of the knowledge base and skills required as building sciences evolve in response to the escalating challenges of an environmentally responsible built environment.
2. The OAA's internal knowledge base on environmental issues must continue to develop, for both membership support and work with government liaisons.
3. In the interest of protecting the public interest, OAA Council, membership, and staff need to remain current and responsive on a subject matter that is quickly evolving.

Education Continuum

The Council priority of comprehensive education includes everything from teaching students about what architecture is and how to become an architect to showing the public why they should work with one. It includes helping those in the profession understand how to keep current with emerging trends, building sciences, and technologies as well as how to share knowledge with their peers. It also includes providing resources so OAA members can continue to develop their financial literacy at all stages of their career, from how much to ask to be paid in a job interview out of school to how to prepare for retirement.

Having a knowledgeable public and profession that is up to date with the latest in information is in the best interest of the public. For example, strong financial literacy benefits owners and the public by enabling reduction of project risks and improving project outcomes.

What has been done

- Introduced Vice President Education portfolio (including the Comprehensive Education Committee);
- Created biweekly seminar series, increasing accessibility to OAA learning by members;
- Offered member access to an online course, *"Eliminating Sexual Harassment: It's Everyone's Business,"* at a discounted rate of \$49 per person;
- Reached an agreement to develop "Fundamentals of Architectural Practice" (formerly "Starting an Architectural Practice") to online modules in 2021;
- Continued OAA's *Practice Advisory* e-newsletter, enhancing its focus on new, current, and updated information relative to practice; and
- Launched new COVID-19 page on OAA Website to provide continually updated information on the rapidly changing practice needs in response to the evolving pandemic situation.

Ongoing challenges

1. Education efforts must continue for the general public and elected officials on the importance of architecture and the cost of good architecture in both the public and private realms.
2. Outreach to school-aged children is needed to instil an understanding of architecture and of the value of a well-designed and well-built building.
3. New tools must be offered, through new and existing delivery methods, to allow the membership to stay current on evolving issues in the industry such as climate change, pandemics, legislative changes, and social responsibility within the practice of architecture.
4. One of our biggest challenges is to ensure that we, as OAA Council, stay current while remaining focused on the primary goal of protecting the public interest.

Membership Engagement

Self-regulation, as well as the achievement of other goals and objectives, is only possible with the participation of the profession through individual members. We continue to strive to increase participation, while understanding the challenge inherent in achieving this goal—we are encouraging members to intensify their engagement for a portion of their career.

We continue to receive feedback that some members feel disconnected from the OAA, and that the Association is inaccessible. Unfortunately, there also continues to be a misunderstanding among some as to the primary role of the OAA as a regulator. Therefore, we must continue to work to find a balance between membership services and our responsibilities as a self-regulating profession.

What has been done

- Responded well in the face of the pandemic, with Executive Committee, staff, and Council jumping into action to make quick decisions about how we would function and offer the direction members needed;
- Moved the Local Architectural Society visits online to ensure we did not miss that opportunity of engagement;
- Increased communication and information about OAA elections and Council roles and responsibilities to result in the most nominations ever, as well as record highs for volunteers for Committee positions;
- Held a Meet the OAA online event for students through the Interns Committee;
- Sent focused emails to interns about COVID-19 and the resources and information available;
- Sent a call out to members to participate in issue-focused bOAAg series;
- Enhanced use of social media platforms—not only Instagram, Facebook, and Twitter (where audiences grew exponentially), but also relaunching LinkedIn and YouTube;
- Communicated Council agenda items before and immediate after meetings;
- Implemented OAA.chat as a platform for members to converse; and

- Developed the necessary concessions to recognize the impact that COVID was having on the membership (e.g. extending the ConEd cycle deadline, extending Certificate of Practice fee payment deadlines, offering alternatives to cancelled Conference events).

Ongoing challenges

1. While the membership survey noted a 24 per cent increase in general satisfaction with the OAA (good news indeed!), this satisfaction does not translate into participation. We still had only a 25 per cent participation rate in membership voting for Council. This is the easiest type of participation, and yet we have not managed to engage our membership to vote.

2. The participation in our survey responses continues to be low. Based on the questions we receive, I would argue that much of our membership does not read the newsletters or email bulletins.

COVID-19 Response

While not set out as a priority at our planning session, the pandemic quickly became a priority for us all. I feel that an interim assessment of what we did, what worked, and what we can do better is important for two reasons. Firstly, we are only part-way through the pandemic and, from all the projections, we are heading into the most difficult of stages. Secondly, I think COVID-19 may well be a “dry run” for future, larger-scale societal upsets.

What has been done

- Migrated staff successfully to work-from-home conditions while offering support and minimizing impacts on member services;
- Continued to monitor the building, with some of the outstanding work from the renovation completed without interrupting staff (unfortunately, the building has been sadly underutilized since the renovation and we have not been able to begin our energy monitoring and data collection);
- Cancelled Conference, but successfully moved its Continuing Education, AGM, and Awards components online;
- Launched COVID-19 Updates resource and knowledge page for membership; and
- Began planning for operational review to ensure the Association is organized, resourced, and administered in an optimal manner to support

its legislative mandate, along with its vision, mission, and strategic objectives.

Ongoing challenges

1. The OAA Headquarters remains largely unoccupied, aside from facility staff. At what point do we address the future of the building and how we want to use it?
2. It will be critical to address the needs of the two extremes for membership and staff—those that have additional constraints because of working from home combined with family care, and those that are dealing with isolation as a result of living and working at home.
3. The OAA needs to consider how the profession can plan for the financial impact of a major economic downturn—a strong possibility sometime over the next few years.

Conclusion

This year, Council and staff have worked together to ensure that the mandate of the OAA and priorities of Council continued to be a focus in spite of the many challenges we have all faced together. We still have much work to do to move the goalposts further, specifically as related to **climate stability** and **equity, diversity, and inclusivity**.

Council must continue to assess new ideas against the resources available and the level of priority. Above all, we need to remain focused on the priorities, while still remembering the OAA represents the public interest, not the interests of architects.

Action: This report is provided for information, and additional feedback is welcomed from members of Council.

Attachments: Priorities Graphic as approved by Council

OAA STRATEGIC PRIORITIES 2020

TARGET AUDIENCE

● GENERAL PUBLIC

● INDUSTRY

● INSTITUTIONS

INCLUSIVITY

EQUITY

DIVERSITY

COMPREHENSIVE EDUCATION COMMITTEE
PRIORITY PILLAR

COMMUNICATION COMMITTEE
PRIORITY PILLAR

SUSTAINABLE BUILT ENVIRONMENT COMMITTEE
PRIORITY PILLAR



INFORM

EDUCATION CONTINUUM

● ● ● ●
GROUP COLLABORATION

●
FINANCIAL LITERACY

● ● ●
STAKEHOLDER LIABILITY

● ● ● ●
PUBLIC EDUCATION

● ● ●
MEMBER RESPONSIBILITY

COMPREHENSIVE EDUCATIONAL
COMMUNICATION INITIATIVES

RESILIENCE



CONNECT

MEMBER ENGAGEMENT

● ● ●
TARGETED COMMUNICATION

●
FEEDBACK LOOP

● ● ● ●
LEVERAGE RESOURCES

● ● ● ●
VISIBILITY

● ● ●
MULTI-CHANNEL ENGAGEMENT

STRONG COMMUNICATION
WITH STAKEHOLDERS

TRANSPARENCY



STABILIZE

CLIMATE STABILITY

● ●
MITIGATION STRATEGIES

●
ADAPTION PLANS

● ● ● ●
RESOURCE UTILIZATION

● ● ●
PARTNER PROJECTS

●
DEMONSTRATION MODELS

SUSTAINABLE BUILT
ENVIRONMENT

BALANCE

TIME FRAMES

SHORT TERM

EXAMPLE: SUCCESS STORIES

MEDIUM TERM

EXAMPLE: INFORMATION ROUTE TO BECOMING AN ARCHITECT

LONG TERM

EXAMPLE: EDUCATION INCLUDING EVERYTHING

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.1.a

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kristi Doyle, Executive Director

Date: January 15, 2021

Subject: Report from Executive Director

Objective: To provide Council with an update on activities of the Executive Director not covered elsewhere in the Council agenda.

This report outlines specific activities that have occurred and which have not been reported elsewhere in the Council package since the December meeting.

Internal and Administration

I met with the OAA's Auditors, along with the Audit Committee on December 8 for the pre-Audit meeting. The Audit will be underway as of January 18.

I have been working along with PAS staff to come to an agreement with the Canadian Specifications Association (CSA) to licence the full suite of CSA standards as approved by Council in the fall. Unfortunately, it has taken longer to get the agreement in place due to changes in the CSA's subscription platform and technical issues which are being addressed.

The annual membership renewal process is underway and finance staff are busy dealing with the volume of payments usually received at this time of year, along with the annual audit.

The upgrade to the OAA's database is almost complete and testing in the staging environment is underway. It is anticipated that the upgrade will be complete and live by mid-February.

Since the December meeting staff have been actively updating the committee lists with new appointments as well as updating as required to reflect the new Council and prepare for orientation of new committee members.

I continue to conduct a general staff meeting once a week as well as my individual meetings with the various service areas.

Our next monthly team leads meeting will be held January 18.

Additional messaging has been communicated to staff as it relates to the most recent announcements around COVID, safety directives and restrictions.

I have completed renewal of all of the OAA's insurances for 2021 including commercial liability, building and property, Director & Officers, E & O as well as cyber and fraud.

OAA Activities/Policy and Industry Relations

Myself and Bruce Palmer, CEO & President of Pro-Demnity Insurance Company met on January 7 for our regular monthly discussion.

Council may recall that I had reported to the December meeting regarding implementation of the new *Not-For-Profit Corporations Act* and sections that the OAA would like to have included within our Regulation to guide the administrative affairs of the OAA. We had received notice that the government had extended the deadline for enactment of regulations under the NFCA. I have been contacted in the last week by representatives of the Ministry of the Attorney General regarding the enactment of the regulations and will be reviewing those with legal counsel shortly to reconfirm that our original submission made in the summer is still valid.

Also, as reported in December, I had been approached by a Steering Committee of Professors from Canadian Universities to support a grant application that they are submitting to the *Social Sciences and Humanities Research Council of Canada* in January 2021. This grant application is entitled "Quality in Canada's Built Environment: seeking equity, social value and sustainability". With a dozen university clusters across Canada, this "*SSHRC Partnership grant*" application brings together representatives from cities, community groups, professional associations, industry councils, cultural institutions and universities, from coast to coast, to advance knowledge and theory around quality in the built environment. It also seeks to develop pilot projects in the pursuit of greater equity, social value and sustainability. I had spoken with the President and we agreed that it would be appropriate for the OAA to support the application. There is no financial commitment. A copy of the letter of support sent is attached for information.

National Initiatives

Completion of the new Canadian Handbook of Practice (CHOP) is on track for publication at the end of this month. A draft news release announcing the launch of the new CHOP has been circulated to the CALA Administrators and will be issued by RAIC shortly.

I will be participating in a virtual meeting of the Tri-National Mutual Recognition Agreement Monitoring Committee on March 15, 2021 along with representatives from NCARB in the US and CONARC in Mexico.

A meeting of the Administrators of the Canadian Architectural Licensing Authorities (CALA) is being scheduled for March to further the work on the incorporation of CALA.

Action: For information only. No action is required.

Attachments: Letter of Support for grant application to the *Social Sciences and Humanities Research Council of Canada*, "Quality in Canada's Built Environment: Seeking equity, social value and sustainability"

December 18, 2020

Attention: Members of the Partnership Grants Committee

Re: Letter in support of the grant application to the *Social Sciences and Humanities Research Council of Canada*, "Quality in Canada's Built Environment: Seeking equity, social value and sustainability"

Dear Members of the Committee,

On behalf of the Ontario Association of Architects (OAA), I am writing in support of the partnership grant proposal submitted by professors Jean-Pierre Chupin, Terrance Galvin, and Marco Polo entitled, "Quality in Canada's Built Environment: Seeking equity, social value and sustainability."

The OAA is the self-regulating body for Ontario's architecture profession, dedicated to promoting and increasing the knowledge, skills, and proficiency of its members. Its principal objective is to govern the practice of architecture and administer the province's *Architects Act* so that the public interest may be served and protected. The OAA is also tasked with a number of additional objectives as set out in the Act, which include:

"To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions, or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences."

In 1988, in support of this mandate, the OAA established its own awards program, which now runs on a two-year cycle. In "even" years (e.g. 2020), it comprises the Design Excellence Awards, Best Emerging Practice, and Service Awards such as Lifetime Design Achievement and Order of da Vinci. These honours highlight the best in architectural design and innovation; winners include both newer and well-established practices.

In odd years (e.g. 2021), the OAA features the SHIFT Challenge—an aspirational program created to highlight the distinct contribution architectural thinking brings to addressing key societal issues. SHIFT invites members of the province's architecture profession, and their collaborative teams, to use their skills and insights to offer new approaches to respond to identified areas of concern.

The Design Excellence, Service Awards, and SHIFT enable the OAA's licensed members, as well as Student Associates and Intern Architects, an opportunity to showcase their best work and increase public appreciation and understanding of the services provided by the architecture profession.

The OAA is strongly in support of the proposed research project because it is very much aligned with our objects to promote design excellence and the delivery of the highest-quality built environment in the public interest. Additionally, this research project speaks to the OAA's efforts to increase equity, diversity, and inclusivity—not only for the profession, but also within the built environment.

This project would support the OAA's efforts to increase the understanding of a quality built environment's value and impact on so many facets of society, including occupational and mental health, productivity, climate stability, as well our aging



Ontario Association
of Architects

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Toronto, ON M3B 3L6
Canada

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population and infection control. The critical importance of our built environment is more important than ever given the current pandemic.

In support of this grant application, the OAA is able to commit approximately 20 hours of staff time annually in order provide in-kind support to the project. Additionally, the OAA will provide access to digital files on awards and related documents to the researchers, as well as host researchers in our space.

The OAA can further commit approximately 20 hours annually through collaborative participation in workshops and focus groups. We would also allow access to our meeting spaces and technology in order to assist with the hosting of these workshops and collaboration activities. The total value of this in-kind contribution would be approximately \$10,000 annually during the seven years of the research partnership.

We would further suggest the results of this research project will play an important role in supporting the development of an Architecture Policy for Canada—a national initiative of the Canadian Architectural Licensing Authorities (CALA), the Royal Architectural Institute of Canada (RAIC), and the Canadian Council of University Schools of Architecture (CCUSA).

Having previously worked with Professors Chupin and Polo, as well as having collaborated extensively with Professor Galvin over many years, the OAA is confident that this project will be a success.

Sincerely,



Kristi Doyle, Hons BA PPA, Hon. MRAIC
Executive Director

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.1.b

To: Council

Kathleen Kurtin
J. William Birdsell
Donald Chen
Gordon Erskine
Jennifer King
Jeffrey Laberge
Agata Mancini
Elaine Mintz
Kristiana Schuhmann
Susan Spiegel
Settimo Vilardi

Farida Abu-Bakare
Heather Breeze
Barry Cline
Paul Hastings
Natasha Krickhan
Michelle Longlade
Lara J. McKendrick
Deo M. Paquette
Gaganjot Singh
Andrew Thomson

From: Governance Committee

Kathleen Kurtin, Chair
Jeffrey Laberge
Susan Spiegel

Michelle Longlade
Elaine Mintz

Date: January 12, 2021

Subject: Update on OAA Governance Committee activities

Objective: To provide Council with an update on recent activities of Committee.

The Governance Committee met on Wednesday, November 18, 2020 via Zoom.

- Michelle Longlade was welcomed as a new member of the committee
- Discussion of performing Operational Review
RFP has now been released
(document attached)
- Annual performance reviews of Executive Director and Registrar were completed on December 17, 2020
- Staff/Council gift in lieu of annual holiday event
Decision to arrange for a gift of \$200 to each staff member through payroll and Council members via cheque.

Action: No action required at this time.

Attachments: RFP for Operational Review.

REQUEST FOR PROPOSALS

Operational Review

Table of Contents

I. BACKGROUND INFORMATION	3
II. PROJECT DESCRIPTION AND OBJECTIVE	3
III. FINAL DELIVERABLE	4
IV. SCHEDULE AND TIMELINE	4
V. COORDINATION AND REPORTING TO THE CLIENT	4
VI. BUDGET	4
VII. ASSUMPTIONS AND AGREEMENTS	4
VIII. SUBMISSION DEADLINE AND REQUIREMENTS	5
IX. BASIS FOR AWARD OF CONTRACT	5

Request for Proposal

Operational Review: Ontario Association of Architects

I. Background Information

In response to a recommendation from its Governance Committee, the Ontario Association of Architects (OAA) is seeking to undertake an operational review in the first quarter of 2021.

Founded in 1889, the OAA is a self-regulating, not-for-profit organization that is governed by the Architects Act, a statute of the Government of Ontario. The Association is dedicated to promoting and increasing the knowledge, skill, and proficiency of its members, and administering the Architects Act, to serve and protect the public interest.

In keeping with the OAA's procurement policy, an RFP process is being conducted in order to select and engage an appropriate independent consultant to perform the work of an operational review. The OAA uses a Qualifications-Based Selection process when selecting outside consultants.

This is the first operational review of its kind conducted by the Association and is supported by the OAA's governing Council.

In response to the COVID-19 pandemic, OAA operations are currently being conducted remotely.

II. Project Description and Objective

To ensure the OAA is organized, resourced, and administered in an optimal manner, the Association will conduct an operational review. This review will support the legislative mandate of the OAA, along with its vision, mission, and strategic objectives.

The following questions would be answered within the scope of the assessment:

1. What are the strengths within the operations of the Association?
2. Are their processes that could be reengineered to increase efficiency and effectiveness?
3. Is the level of staffing adequate to support the workload? If not, where are the gaps?
4. Is there optimization of staffing and financial resources? If not, what improvements can be made?
5. Are day-to-day operations, particularly in certain areas, working as smoothly as possible?
6. Do the governance principles of the OAA complement the Association's operations and vice versa? Are there improvements to be made?
7. Are operations functioning in an effective way to support both the OAA's primary and secondary objectives as set out in the *Architects Act*?

It is expected that the consultant would provide input into these areas of focus, and recommend refinement as appropriate to achieve the desired outcome.

III. Final Deliverable

The final deliverable will include:

1. A written report that describes in detail the review process and the results of the operational review based on the above criteria.
2. The consultant's professional recommendations for improvement or change that would further address the objective of the review such that the Association is organized, resourced, and administered in an optimal manner to support the OAA's legislative mandate, along with its vision, mission, and strategic objectives of Council.
3. A presentation to the Executive Director and Governance Committee that summarizes the review process and recommendations as outlined in Items 1 and 2 above.

IV. Schedule and Timeline

Jan. 11	RFP released
Jan. 22	RFP closed
Jan. 25–29	OAA review and shortlisting of applicants
Feb. 1–5	Scheduling of interviews
Feb. 8–10	Fee negotiation and hiring
Feb. 16	Project commencement
April 30	Draft of deliverables due
May 3–7	OAA to provide comments on draft deliverables
May 14	Revisions to deliverables by consultant as appropriate
May 25	Receipt of final deliverable from consultant

V. Coordination and Reporting to the Client

The proponent will be expected to provide, at their own initiation and undertaking, informal updates via email to designated OAA staff throughout the project until completion. Where required, the proponent must make themselves available for a weekly update phone call.

VI. Budget

A total project budget of up to \$70,000 has been approved by the Council of the OAA. This includes consultant fees, expenses, meeting costs, and ancillary costs.

VII. Assumptions and Agreements

Acceptance of the selected proponent is contingent on the successful negotiation of the conditions of this agreement, fees, and scope of service.

The OAA reserves the right to accept or reject any or all responses to this RFP, as well as to reissue the RFP.

The OAA is not responsible for any costs incurred by the applicant in preparation of this proposal.

In case of disagreement in the interpretation of the provisions of this RFP, the final decision will rest with the OAA.

All proposal materials submitted for this RFP will remain property of the OAA.

All deliverables resulting from this RFP will remain property of the OAA, and their use thereafter is at the discretion of the OAA.

VIII. Submission Deadline and Requirements

The submission should include:

1. A brief overview of the applicant (maximum one page);
2. A CV or resumé; and
3. A one-page outline of the approach that will be undertaken for this study, including discussion on how the review may be impacted and/or conducted during the COVID-19 pandemic.

The deadline for submissions is Friday, January 22.

Please send submissions in electronic format to:

Ontario Association of Architects
c/o Kristi Doyle, Executive Director
KristiD@oaa.on.ca

Subject: OAA Operational Review

For additional information or clarification, please contact:

Kristi Doyle, Executive Director
416-449-6898 ext. 212
KristiD@oaa.on.ca

IX. Basis for Award of Contract

The Quality-Based Selection (QBS) method will be used to select the successful applicant. As recommended by the OAA, QBS is a fair and objective process that facilitates the selection of an applicant on the basis of value-based criteria and competence, including consideration of professional qualifications, creativity, and availability, in relation to the scope of work and needs of the client. Following the selection of the applicant on this basis, the scope of service and professional fees are determined. Once agreed upon by the applicant and the client, the contract is awarded.

Applicants will be short-listed based on the recommendations of the OAA's Selection Committee who will apply the QBS method when considering each application. There is no fee solicitation at this point. The list of three to five qualified short-listed applicants will be selected.

The preferred applicant will be identified following an interview with each of those short-listed, along with the recommendation to proceed with scope and fee negotiation. If the negotiations with the preferred applicant fail to achieve agreement in regard to the fee and scope of work, the process will proceed to the next short-listed proponent in order to negotiate the acceptable fee and scope of work. If not successful, the process will continue to repeat until an agreeable contract can be negotiated.

Ontario Association of Architects (OAA)

The OAA is the licensing body and professional association for Ontario's architects. Established under the Architects Act, our principal object is to regulate the practice of architecture "... in order that the public interest may be served and protected." The Association is dedicated to promoting and increasing the knowledge, skill, and proficiency of its members, and administering the Architects Act.

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.2.a

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
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Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Susan Spiegel, Senior Vice President and Treasurer

Date: January 13, 2021

Subject: Unaudited Financial Statements for the Twelve Months Ended November 30, 2020

Objective: To provide the twelve months financial statements for Council information and to consider allocation of the year end surplus to the reserve funds.

Attached for your information are Financial Statements (FS) including:

1. Balance Sheet
2. Statement of Cash Flows
3. Statement of Revenue and Expenses (comparing 2020 expenditures to 2019, and showing 2020 approved budget figures by category)
4. Committee Statement expenses (shows 2020 committee budget vs. actual spending).
5. Statement of Members Equity (current restricted and unrestricted reserve amounts).

Policy Contingency-December 1, 2019	\$112,786
-------------------------------------	-----------

Approved:

Appeal - OMB Re: City of Toronto By-law	25,000
QBS Documents Review and Update	<u>10,000</u>
Total funds allocated as at March 31	35,000

No. 9 – Imagining My Sustainable City Project for 2020 (RFQ) to develop Total Energy Use Intensity (TEUI) Calculator	25,000
	<u>6,000</u>
Total funds allocated as at May 31	31,000

Intern Architect Title Survey	10,000
Truth & Reconciliation Working Group	<u>10,000</u>

Total Funds allocated as at June 30	20,000
Foundational Partner of the 2030 Workforce (RFQ) to develop Total Energy Use Intensity (TEUI) Calculator (additional funding)	5,000
Virtual Indigenous cultural competency Training "Bimickaway"	14,000
Initiative to Address EDI – Consultant and Survey Consultant	2,000
License CSA Standards - Practice Tool	50,000
	<u>30,000</u>
Total Funds allocated as at September 30	101,000

Council Policy Development funds expended in 2020 **-\$74,214**

ITEMS of NOTE for November 30, 2020:

Fees received to date are \$6,707,503, about \$435K above fees received at the same time last year, which is an anticipated year to year variance based on increased membership numbers.

Conference Revenue shows zero amount compared to circa \$623K at the same time last year. This is due to the cancellation of Conference 2020 occasioned by the COVID-19 pandemic. Conference expense shows a decrease of approx. \$600K for the same reason.

A few other items of note are as follows:

Admission Course Revenue decreased by \$20K. Its' corresponding expense decreased by \$19K.

Continuing Education Revenue increased by \$37K. Its' corresponding expense increased by \$12K.

Documents, Job Signs & Other Revenue decreased by \$11K. The corresponding expense decreased by \$9K.

Annual General Meeting expense shows a decrease of \$20K. This is attributable to holding the 2020 AGM virtually.

Policy Advocacy Coordination Team (PACT) expense decreased by \$21K

Council & Executive expense decreased by \$74K.

Legal General expense shows a decrease of \$10K.

CALA Meetings expense decreased by \$28K.

Experience Requirements expense increased by \$13K.

ExAC Exam Administration expense decreased by \$48K

Appeals expenses decreased by \$12K.

Discipline Hearing increased by \$13K.

Practice Resource Committee decreased by \$17K.

Honors & Awards decreased by \$58K due to Conference 2020 being cancelled and the awards program being postponed to a later date.

Media Relations Program has recorded no expense to date, compared to approx. \$70K last year.

Society Liaison Travel expense decreased by \$12K.

Society Funding shows an increase of \$14K.

Special Program Funding decreased by \$20K.

Web Maintenance/Hosting and other IT increased by \$61K (due to increased usage of web resources, occasioned by COVID- 19 pandemic)

Fundamentals of Architectural Practice expense decreased by \$54K.

Computer Operations shows an increase of \$72K due to COVID-19 pandemic which triggered extra spending on computers and other equipment.

Maintenance & Security shows a decrease of \$36K due to less usage of office building, triggered by COVID-19.

Mortgage Interest & Fees increased by \$97k over last year as lesser mortgage payments occurred in 2019.

COVID 19 Update

The OAA financial position has not been drastically affected by the COVID-19 pandemic in 2020. There has been considerable decrease in meeting costs however also increase in IT expenses.

As Council is aware the OAA's annual audit is now underway and these statements presented are subject to change depending on the outcome of the audit. In some cases, coding is being re-checked to ensure that revenue and/or expenses have been allocated to the appropriate account. Accruals are also being reviewed, as well as capital expenditures against depreciation, etc.

The OAA's final year-end financial position will be confirmed at the close of the audit process. The audited financial statements will be presented to Council in March.

Based on the attached unaudited statements it would appear that we will have a year end surplus of approximately \$1,028,000. As is the case historically any surplus will be allocated to member's equity, however I would recommend that Council approve the allocation of the surplus into the Capital, Operations, and Legal Fund Reserves in the following amounts:

Capital Reserve:	\$500,000	Current - \$825,074
Operation Reserve:	\$208,000	Current - \$764,627
Legal Reserve:	\$ 50,000	Current - \$ 52,500
Mortgage Payment:	\$270,000	

Action: Council to consider approval of the allocation of the 2020 surplus as noted above.

Attachments: Financial Statements for twelve months ended November 30, 2020

ONTARIO ASSOCIATION OF ARCHITECTS**Balance Sheet**

As at November 30, 2020

		2020
ASSETS		
CURRENT		
Petty Cash	476	
Cash-CIBC	288,001	
Cash-Scotiabank	0	3,658,815
Cash-Premier Investment Account (PIA)	3,370,338	
Term Deposits - General	2,557,230	2,557,230
Accounts Receivable	-129,789	
Long Term Member Accounts Receivable	7,769	
NSF Cheques	-5,917	
Fee Validation Project	0	
Accrued Interest	0	
HST - Input Tax Credits	22,237	
HST Receivable	45,157	(60,543)
Prepaid Expenses	496,681	
Inventory	16,525	513,358
Total Current		6,668,860
LONG TERM		
Land	470,000	
Furniture & Equipment	549,481	
Computer Equipment	731,698	
Website Development	404,522	
Building - 111 Moatfield Drive	10,872,964	
Building Additions	1,876,271	
Total Property & Equipment		14,904,936
Accumulated Depreciation - Furniture & Equipment	-164,071	
Accumulated Depreciation - Computer	-426,372	
Accumulated Depreciation - Website Development	-234,223	
Accumulated Depreciation - Building	-1,525,333	
Accumulated Depreciation - Building Additions	-1,202,090	
Total Accumulated Depreciation		(3,552,088)
Net Fixed Assets		11,352,848
Investment in Pro-Demnty	28,652,539	28,652,539
Total Assets		46,674,247
LIABILITIES		
CURRENT		
Accounts Payable	-24,522	
Refund Clearing	8,863	
CExAC Payable	-127,712	
CExAC Operating Fund	976,473	
Int'l Relations Comm Payable	0	
Fee Validation Project	0	
RBC-LTD Clearing	-4,247	
Energy Benchmarking Tool	0	
Stale Dated Refund	214	
HST Payable	7,478	836,547
Deferred Revenue - Fees	481,015	481,015
Mortgage Payable - Current	32,335	32,335
Total Current		1,349,897
LONG TERM		
Mortgage Payable - Long Term	4,639,542	
Total Long Term Liabilities		4,639,542
Total Liabilities		5,989,440
EQUITY		
Members' Equity	35,225,321	
Major Capital Reserve Fund (Internally Restricted)	825,074	
Operating Reserve Fund (Internally Restricted)	764,627	
Legal Reserve Fund (Internally Restricted)	52,500	
Surplus/(Deficit)	1,027,891	
Members Equity Closing		37,895,412
Total Liabilities & Equity		43,884,852

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Cash Flows

Twelve Months Ended November 30, 2020

Operating Activities:

Excess (deficiency) of revenue over expenses	1,027,891
--	-----------

Add items not involving cash:

Amortization of property and equipment	679,932
--	---------

Loss on Disposal of property and equipment	
--	--

Income from investment in Pro-Demnity Insurance Company	0
---	---

Net change in non-cash working capital items:

Accounts receivable	409,854
---------------------	---------

Inventories	275
-------------	-----

Prepaid expenses	(76,939)
------------------	----------

Accounts payable and accrued liabilities	(413,798)
--	-----------

Deferred revenue	0
------------------	---

Major Capital Reserve Fund (Internally Restricted)	558,140
--	---------

Operating Reserve Fund (Internally Restricted)	0
--	---

Legal Reserve Fund (Internally Restricted)	0
--	---

Cash flows from operating activities	2,185,355
---	------------------

Financing Activities:

Mortgage Payable - Current	(32,335)
----------------------------	----------

Cash flows from financing activities	(32,335)
---	-----------------

Investing activities:

Short-term deposits	1,333,113
---------------------	-----------

Purchase of property and equipment	(387,435)
------------------------------------	-----------

Cash flows from investing activities	945,677
---	----------------

Net increase/(decrease) in cash during the year	3,098,697
--	------------------

Cash, beginning of year	383,575
-------------------------	---------

Cash, end of period	3,482,272
----------------------------	------------------

Statement of Revenue and Expenses
 Twelve Months Ended November 30, 2020

	2019			2020										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
ConEd Committee	980			1,116			68,541			15,000			53,541	
Continuing Education:														
Admission Course	31,214			12,181			47,500			13,000			34,500	
Continuing Education	68			12,526			54,650			13,000			41,650	
Starting An Architectural Practice	64,535			10,527			74,600			11,000			63,600	
Salaries & Benefits - ConEd	155,605			172,575			184,787			184,787			0	
Practice Consultation Service:		3,121	0.0%		0	0.0%		5,686	0.1%		5,686	0.1%		0
Salaries & Benefits - PCS	3,121			0			5,686			5,686			0	
Administration:		763,006	11.5%		866,484	14.8%		762,873	9.9%		814,533	14.0%		-51,660
Audit Fees	28,281			7,000			27,000			27,000			0	
Audit Committee	215			22			415			415			0	
Bank Charges:														
Bank Charges	2,616			3,401			2,200			3,401			-1,201	
Fees Processing Charges (Formerly Credit Card)	6,621			-2,609			10,000			10,000			0	
Visa Service Charges	305			2,018										
Computer Operations	33,543			105,907			38,898			105,907			-67,009	
Documents, Job Signs & Other	24,878			15,920			27,000			10,000			10,000	
General Expenses	13,997			4,202			12,000			5,000			7,000	
Insurance:														
AD&D	2,132			0			2,196			2,196			0	
Errors & Omissions	8,548			8,548			8,804			8,804			0	
Directors & Officers	19,500			22,912			20,085			22,912			-2,827	
Mailing Costs:														
Postage & Delivery	17,076			13,866			27,000			15,000			12,000	
Member Mailings	10,590			10,261			9,000			10,261			-1,261	
Printing & Office Supplies	30,071			34,717			35,000			35,000			0	
Subscriptions & Memberships	14,338			27,231			20,407			27,231			-6,824	
Telephone & Communication:														
Internet Access & Hosting	18,685			22,545			20,000			22,545			-2,545	
Telephone	14,905			11,600			16,000			12,500			3,500	
Video Conferencing	0			7,494			5,000			7,494			-2,494	
Uncollectible Accounts	1,600			165			0			0			0	
Salaries & Benefits - Admin	515,105			571,284			481,868			481,868			0	
Salaries & Benefits	886,086			2,975,435			2,842,879			2,842,879			0	
Building:		317,742	4.8%		333,133	5.7%		670,791	8.7%		343,054	5.9%		327,737
Building Committee	48,768			3,675			43,391			5,000			38,391	
Commercial Insurance	23,154			25,355			25,000			25,355			-355	
Heat, Light & Water	16,937			18,290			15,000			18,290			-3,290	
Maintenance & Security	89,876			53,173			150,000			55,000			95,000	
Mortgage Interest & Fees	101,143			193,231			401,400			200,000			201,400	
Property Taxes	37,864			39,409			36,000			39,409			-3,409	
Council Policy Development:		75,284	1.1%		27,645	0.5%		149,286	1.9%		149,286	2.6%		10,000
Council Policy Development Contingency	0			2,726			112,786			81,786			31,000	
Comprehensive Member/Practice Survey	29,078			5,150			0			0			0	
Prior Years' Development:														
Appeal - OMB Re: City of Toronto By-law	5,529			10,209			25,000			46,000			-21,000	
Canadian Handbook of Practice License Agreement	0									0			0	
Consultant-Architectural Artifacts Display	2,710									0			0	
Housing Affordability Task Group	5,555									0			0	
Impacts-Upfront Inv on Delivering Efficiencies of Pub	0									0			0	
Logo Redesign Project	21,410			-440			11,500			11,500			0	
Venice Biennale	0									0			0	
QBS Documents Review and Update	0			10,000						10,000			0	
Website Redesign	11,003												0	
Depreciation		654,595	9.8%		679,932	11.6%		679,932	8.9%		681,003	11.7%		-1,071
Computer	110,522			128,860			128,860			128,860			0	
Building	269,071			274,156			274,156			274,156			0	
Building Additions	137,074			148,929			158,774			150,000			8,774	
Furniture & Equipment	58,528			65,750			55,905			65,750			-9,845	
Web	79,399			62,237			62,237			62,237			0	
Reserves		225,699	3.4%		261,500	4.5%								
Legal Reserve	10,000													
Major Capital	215,699			261,500										
Operating Reserve	0													
Expenditures before Extraordinary & YE Items		6,523,054			5,859,034			6,996,706			5,147,796			1,858,910
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		697,697			1,027,891			679,932			1,820,550			-1,150,618
Extraordinary & Year End Items		140,390	2.1%		0	0.0%		0	0.0%		0	0.0%		0
Building Renovation: Utility Bills Jan-March'18	0									0			0	
Insurance Claim/Renovation Portion	0			0						0			0	
Loss on Disposal-F&E	0			0						0			0	
Lease & Moving Costs-Renovation	140,390			0						0			0	
Return on investment in Pro-Demnity	0									0			0	
Total Expenditures		6,663,444			5,859,034			7,676,638			5,828,798			1,857,840
TOTAL REVENUE		7,220,751			6,886,925			7,676,638			6,968,346			708,292
TOTAL EXPENDITURES		6,663,444	100.0%		5,859,034	100.0%		7,676,638	100.0%		5,828,798	100.0%		1,857,840
SURPLUS(+)/DEFICIT(-)		557,307	100.0%		1,027,891	100.0%		0	100.0%		1,139,548	100.0%		-1,149,548

ONTARIO ASSOCIATION OF ARCHITECTS
Committee Statement
Twelve Months Ended November 30, 2020

2020			
	BUDGET	BUD PROJECTION	ACTUAL
Business	60,714	19,266	13,379
Audit Committee	415	415	22
Budget Committee	0	0	0
Building Committee	43,391	5,000	3,675
Education Committee			
HR Committee	3,505	3,505	0
International Relations Committee	5,415	9,346	9,346
Joint OAA/Ardo Task Group	7,988	1,000	23
Joint OAA/Pro-Dem Working Group	0	0	313
Trustees			
Strategic			
Government Relations	6,780	1,500	1,000
Construction Design Alliance Ontario (CDAO)	6,780	1,500	1,000
Housing Affordability Task Group	0	0	0
Demographics	108,294	28,300	20,150
Policy Advocacy Coordination Team (PACT)	99,994	20,000	15,150
Sustainable Built Environment Committee	8,300	8,300	5,000
Communications	98,011	18,000	3,455
Awards Steering Committee	0	0	223
Communications Committee	29,470	3,000	2,116
ConEd Committee	68,541	15,000	1,116
Conference Committee	0	0	0
Regulatory	114,242	32,822	19,708
ACT/Reg Amendments Review	0	0	0
Complaints Committee	28,591	12,000	10,923
Discipline Committee	15,584	5,000	3,336
Elections Task Group	0	0	0
Experience Requirements	45,939	5,000	3,677
Fees Mediation Committee	2,974	2,974	0
Public Interest Review Committee (PIRC)	4,348	4,348	0
Registration Committee	5,373	1,500	665
The Interns' Committee	11,433	2,000	1,108
Practice	54,639	11,435	3,540
Engineers, Architects, Building Officials (EABO)	3,687	3,687	0
OAA/OGCA Best Practices Committee	2,748	2,748	412
Practice Resource Committee	36,784	4,000	3,089
Subcommittee on Building Codes & Regs (SCOBCAR)	11,420	1,000	38
	442,680	111,323	61,232

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Members Equity
Twelve Months Ended November 30, 2020

Members Equity Year to Date (YTD)

	Detail	Total
Total Members Equity		37,895,412
Less: Current YTD Surplus from P&L		1,027,891
Less: Allocated Reserves (Restricted)		1,642,201
Legal Reserve	52,500	
Major Capital Reserve	825,074	
Operating Reserve	764,627	
Less: Pro-Demnity Insurance		28,652,539
Less: Property & Equipment		6,680,970
YTD Unrestricted Members Equity Available for Allocation		-108,189
Future Reserve Allocation		
2020 Projected YE Reserve Allocation (Restricted)		60,000
Legal Reserve	40,000	
Major Capital Reserve	10,000	
Operating Reserve	10,000	
Remaining Unrestricted Members Equity 2020 YE		-168,189

Any Surplus or Deficit at Year End is transferred to the Members Equity. Council determines at Year End the portion of Unrestricted Members Equity to be allocated to the restricted reserves.

Major Capital Reserve Fund

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

In 2014 the Building Reserve Policy was formalized and issued "to provide a source of sustained funding for Capital Maintenance and Repair as well as Capital Improvements that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget for repair and maintenance of the building."

In 2012 for Budget 2013 Council approved an increase to the Building Reserve of \$50,000 bringing the annual contribution to \$170,000.

For Budget 2011 Council approved an increase to the annual contribution to the building reserve from \$40,000 to \$120,000

Council on October 12, 2006 approved the creation of a reserve fund to provide for future repairs to the building. Budget 2007 represented \$40,000 in order to establish the reserve.

Operating Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

In 2014 the Operating Reserve Policy was issued to "ensure the stability of the mission, programs, employment, and ongoing operations of the organization in the event of a sudden or unexpected negative change in revenue that would affect the provision of services to members."

Legal Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

The legal reserve fund was established in 2017 to set aside funds for years during which unusually high legal costs arise as was the case in 2017.

Memorandum

FOR COUNCIL MEETING

To: Council

January 21, 2021

(open)

ITEM: 6.3.a

Farida Abu-Bakare	J. William Birdsell
Heather Breeze	Donald Chen
Barry Cline	Gordon Erskine
Paul Hastings	Jennifer King
Natasha Krickhan	Kathleen Kurtin
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Andy Thomson, Vice President, Strategic

PACT Committee Members

Andy Thomson (Chair)	Arnav Garde
Kathleen Kurtin	Len Abelman
Settimo Vilardi	Susan Spiegel
Toon Dreessen	

Date: January 7, 2021

Subject: Update on activities under the Vice President, Strategic portfolio

Objective: To provide Council with an update under the Vice President, Strategic portfolio

[Queen's Park Picks \("QP Picks"\)](#)

[Minister's Zoning Orders \(MZOs\)](#)

[Long-Term Care](#)

[City of Toronto Roundtables](#)

[City of Toronto Correspondences](#)

[City of Toronto Broader Construction Association Consultation Group \(BCACG\)](#)

[CDAO](#)



Ontario Association
of Architects

PACT has not met since the last Council meeting, and will resume meetings in 2021 after Council appointments are made. Irrespective of this, PACT has remained busy.

Queen's Park Picks

While a full debrief of the event is upcoming, the launch of the 2020 Queen's Park Picks ("QP Picks") appears to have been a great success even in spite of COVID-19. The new landing page (<https://oaa.on.ca/qpp>) was shared with the members and general public through social media, generating a significant amount of web traffic.

Social media engagement was similarly significant, both from Ministers and MPPs, local politicians (including Mayors and federal MPs), media, organizations and associations, and individual users with a cumulative audience reach of hundreds of thousands (not including the repeated shares through the OAA's own network of over 7,500 followers on Twitter and nearly 5700 followers on Instagram).

While past years have generated some media interest, this year set a new bar for coverage with stories running in trade and mainstream media; in print, web, and radio formats; and with an audience reach of nearly 1.5 million. Media sources included:

Source	Unique Visitors
Building Magazine	9,058
CBC Up North (radio)	205,688
Kawartha 411	143,535
Kawartha Lakes This Week	234,075
Windsor Star	348,696
Construction Canada	12,638
Canadian Architect	31,027
The Daily Press (Timmins)	7,118
<i>Sudbury Star</i>	171,879
<i>Whig-Standard</i>	23,273
<i>Vulcan Advocate</i>	608
<i>Daily Herald-Tribune</i>	28,155
<i>The Observer (Sarnia)</i>	44,791
<i>Times Journal (Saint Thomas)</i>	34,358
<i>Kingston This Week</i>	48,500
<i>The Intelligencer (Belleville)</i>	10,791
<i>The Grover Examiner (Spruce Grove, Alberta)</i>	17,306
<i>The Paris Star</i>	2,501
<i>The Stony Plain Reporter</i>	2,897
<i>The Ganonque Reporter</i>	1,989
<i>Ontario Farmer</i>	781
Audience Reach	1,379,664

* *Italicized entries are syndications of the original story across properties on the Postmedia Network*

Minister's Zoning Orders (MZO): Based on the recommendation of this Committee, a draft Practice Tip has been prepared regarding architectural projects that are subject to a MZO. This document is currently being circulated and reviewed by various internal service areas and externally by Pro-Demnity.

Long-Term Care: Further to the OAA's letter to Minister Fullerton (Long-Term Care), the OAA submitted a letter to Minister Clark (Municipal Affairs and Housing) stressing the lack of building-related infection control measures and the need to urgently address the matter through code changes.

City of Toronto Roundtables: In 2020, PACT arranged two roundtables with the City's Chief Building Official Will Johnston. The first meeting of 2021 is being tentatively scheduled for late January or early February. The Committee is also preparing a kick off roundtable with Chief Planner Gregg Lintern on January 18.

City of Toronto Correspondences: Following up on an earlier submission in 2018 endorsing a complete streets approach for the Yonge Street redesign, the

OAA reiterated its position in a letter to Toronto City Council as it came before the Infrastructure and Environment Committee and subsequently City Council. The option recommended by the OAA was endorsed by the Committee, and then by City Council. On a separate note, the OAA also submitted a letter to Mayor Tory reiterating housing is a human right and the need for the City to find rapid solutions that can help people now, not just in the future.

City of Toronto Broader Construction Association Consultation Group

(BCACG): While the BCACG usually meets a few times a year, only one meeting was held in 2020 following significant disruption from COVID-19. A date has not been confirmed for 2021, but the first meeting is expected to be held at the end of February or in early March.

CDAO: A meeting has not been held since November 2020 so updates are limited. The final report and results of the Ryerson University study examining the Impact of Pre-Project Investment and Quality of Documents on Project Delivery Efficiencies will be delivered to a CDAO working group on January 14. It is anticipated it will be delivered to the CDAO forum shortly thereafter.

Action: None. For information only.

Attachments:

- Letter to Minister Fullerton re: LTC (FYI)
- Letter to Minister Clark re: LTC (NEW)
- Letter to Mayor Tory re: REimagining Yonge (NEW)
- Letter to Mayor Tory re: Housing as a Human Right (NEW)



Ontario Association of Architects

June 1, 2020

The Honourable Merrilee Fullerton, MPP
Ministry of Long-Term Care
6th Floor
400 University Ave.
Toronto, ON M7A 1T7

[sent via email]

Dear Minister,

As the regulator of the province's architecture profession, the Ontario Association of Architects (OAA) has stood ready to help the government and Ontarians as we navigate through the COVID-19 pandemic. Our members have rapidly mobilized to support the health-care system, and have continued planning, designing, and helping to construct Ontario so our economy remains resilient.

Not surprisingly, the design of long-term care facilities has been a prominent discussion among our members and the broader architectural community. It is clear that changes must be made. While there are many factors contributing to this crisis, facility design should also be considered throughout the course of the review.

Just as our members have risen to the challenge of responding to COVID-19, the architectural profession has a sincere interest in contributing to the independent commission, whether as a member or as a resource.

As the details of the commission are finalized over the next several months, please keep our offer in mind.

Regards,

A handwritten signature in black ink, appearing to read 'K. Kurtin', is written over a light blue circular watermark of the OAA seal.

Kathleen Kurtin, Architect
OAA, FRAIC
President

cc. The Honourable Doug Ford, Premier



December 7, 2020

Hon. Stephen Clark, MPP
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto, ON M5G 2E5

[sent via email] minister.mah@ontario.ca

Dear Minister Clark,

I am writing on behalf of the Council of the Ontario Association of Architects (OAA) in support of our self-regulating mandate to protect the public interest.

As you are aware the OAA is the regulator of the province's architecture profession. The *Architects Act* and its Regulations, along with other regulatory tools such as the Building and Fire Codes, help protect the health and safety of Ontarians within the built environment.

The deaths that have occurred this year in relation to the COVID-19 pandemic within our province's long-term care facilities is nothing less than a tragedy. We support the government's initiatives to address this matter and urge that it be done swiftly. Our Council and other members of the architecture profession have been involved in much discussion regarding the design of long-term care facilities as well as other congregate living spaces since the pandemic began. We agree that change is required.

On June 1, we wrote to the Minister of Long-Term Care, Merrilee Fullerton, with an offer to contribute to the work of the independent commission. We continue to stand ready to assist, now and into the future as recommendations are developed based on the work of the commission.

We acknowledge that there are many factors that have contributed to this crisis and that the work of the commission is focussed on a broad range of issues. At this point, however, we feel it is of paramount importance to bring to your attention, as the Minister responsible for the Ontario Building Code, the lack of building related infection control measures.

It is our position that this matter should be addressed immediately through code changes that would clearly articulate required safety measures to control the spread of infection. At the very least, infection control should be specifically identified as a life safety issue in all congregate built spaces.



Ontario Association
of Architects

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oaamail@oaa.on.ca
oaa.on.ca

The OAA would be pleased to work directly with Ministry officials to formulate appropriate code changes and in doing so assemble a group of architects who have considerable experience and expertise in health care facility programming and design. We look forward to your early response.

Sincerely,



Kathleen Kurtin, Architect
OAA, FRAIC
President

cc: The Honourable Doug Ford, Premier
The Honourable Merrilee Fullerton, Minister of Long-Term Care
Members of the Long-Term Care COVID 19 Commission

City of Toronto
Infrastructure and Environment Committee
c/o Matthew Green
10th floor, West Tower, City Hall
100 Queen Street West
Toronto, ON M5H 2N2

November 30, 2020

Dear Chair and Councillors,

Established under the *Architects Act*, the Ontario Association of Architects (OAA) regulates the architecture profession to serve and protect the public interest. We enjoy a longstanding, collaborative relationship with all levels of government and look forward to continuing our work with you on important issues that affect the City of Toronto.

During committee and City Council deliberations on REimagining Yonge in 2018, the OAA and Toronto Society of Architects (TSA) recommended City Council adopt Option 1: *Transform Yonge*. At that time, we noted the importance of the built environment in creating the kind of city we wish to have now and in the future.

Transform Yonge was viewed as a cost-effective option that “focuses on narrowing the divide between the east and west sides of Yonge Street in favour of wider sidewalks that enhance pedestrian use and enjoyment of the public space.” The OAA also supported the integration of active transportation options directly onto Yonge Street.

With regard to Option 2 and 3, the OAA cautioned that “Yonge Street cannot reach its full potential to support and enhance the community life depending on it until it has been REimagined as a street that is lived in and on, rather than as a highway whose primary purpose is increasing traffic flow.”

The OAA is heartened to see that the Municipal Class Environmental Assessment Study also concludes that Transform Yonge is the preferred option, in line with our own recommendation and the recommendation from city staff.

We again encourage this committee, and subsequently City Council, to adopt the *Transform Yonge* option as we move this important roadway into a more complete street, fostering a healthier, more engaged community.

Sincerely,



Kathleen Kurtin, OAA, FRAIC
President

His Worship John Tory
Mayor, City of Toronto
100 Queen St. W.
City Hall, Second floor, West
Toronto, ON M5H 2N2

December 21, 2020

Dear Sir,

On behalf of the Ontario Association of Architects (OAA), I am writing to convey a concern—and one we are sure that you share—with the current state of homelessness in the City of Toronto.

Adequate housing is a human right, enshrined by the 1948 *Universal Declaration of Human Rights*, and subsequently reaffirmed in a wide range of additional human rights instruments. Housing as a human right is upheld by the Ontario Human Rights Commission, which recognizes that international law requires Canada to “work towards making sure everyone has access to adequate and affordable housing.”

As the full brunt of winter rapidly approaches, the City must think outside the box to find rapid solutions that can help people *now*—not just in the future. If any of those solutions involve the built environment, the OAA would appreciate the opportunity to be involved as we are confident that the architecture profession can play a role in meeting that challenge.

Please do not hesitate to reach out to me directly or have your staff contact the OAA. As the regulating body for the province’s architecture profession, we can help offer new perspectives and approaches to deal with this worldwide concern that is felt very much here in Toronto.

Regards,



Kathleen Kurtin, OAA
President



Ontario Association
of Architects

111 Moatfield Drive
Toronto, ON M3B 3L6
Canada

416-449-6898
oaamail@oaa.on.ca
oaa.on.ca

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.3.b

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Speigel	Andrew Thomson
Settimo Vilardi	

From: Sustainable Built Environments Committee

Andy Thomson (Chair)	Cheryl Atkinson
Shannon Bassett	Terri Boake
Evelyne Bouchard	Mariana Esponda
Kathleen Kurtin	Vivian Lee
Veronica Madonna	Mae Shaban
Erik Skouris	Geoff Turnbull
Karl van Es	

Date: January 7, 2021

Subject: Sustainable Built Environment Committee (SBEC) update

Objective: To provide Council with an update on SBEC's activities

[IESO Funding and the Toronto 2030 District](#)

[Four Walls Version 2.0](#)

[Canadian Architect Articles](#)

[Event – Building Back Better](#)

[TEUI Calculator](#)

[Letter to Federal Minister O'Regan](#)

SBEC's last meeting of 2020 was held on November 24. Meetings for 2021 are not yet scheduled.

IESO Funding and the Toronto 2030 District: The Toronto 2030 District application for funding is still undergoing review. As SBEC is made aware of further developments, Council will be updated accordingly.

Four Walls Version 2.0: Ryerson Building Science students will be on boarded to support the research for and development of Four Walls Version 2.0. In addition to high efficiency wall assemblies, this version will also consider roof assemblies.

Canadian Architect Articles: The first of four articles written by SBEC members that will be published in *Canadian Architect* has been received. OAA staff is doing a preliminary edit and then the draft will be delivered to *Canadian Architect* for their editorial team to review. The series of articles is expected to be published throughout magazine issues in 2021.

Event – Building Back Better: Please see report from Executive Director for Council's action and approval. First discussed at the PACT table and moved to SBEC in late 2020, this proposed event will bring architects together with government officials and financiers to discuss the upfront costs and long-term benefits of financing and developing green buildings. Furthermore, it would demonstrate that architects are executing net zero buildings now, not just for the future.

TEUI Calculator: Development of the website/app remains on schedule and it is expected to be ready for launch next month.

Letter to Federal Minister O'Regan: SBEC continues to work on a letter to the federal Minister of Natural Resources, Seamus O'Regan, regarding Version 11 of the HOT2000 program, and the need for architects to have access to these essential, publicly-funded design tools.

Action: None. For information only.

Attachments: None

The Honourable Seamus O'Regan, Minister of Natural Resources
Canadian Ministry of Natural Resources
580 Booth Street
21st Floor, Room: C7-1
Ottawa, Ontario K1A 0E4
Canada

November 16, 2020

Dear Minister,

The Ontario Association of Architects (OAA) is the self-regulating body for the profession of architecture in Ontario. Established under the *Architects Act*, it is the primary object of the OAA to govern the practice of architecture in Ontario and administer the *Act* in order that the public interest may served and protected.

Canada has committed to a course of action in response to the threats posed by climate change as noted in:

1. The [Paris Climate Accord](#)
2. The [Pan Canadian Framework on Climate Change](#)
3. The [Federal Sustainable Development Strategy](#)
4. The [recent media coverage](#) that the federal government is close to unveiling their emissions-reductions plans
5. The [recent media coverage](#) announcing in the updated Federal Carbon Tax and related incentives for low Carbon Building retrofits.

In response to these commitments, the Architecture, Engineering and Construction sector has the means to substantially reduce the significant portion of building related carbon emissions, towards meeting the 2030 (30% of 2005 levels) and ultimately 'Net Zero' by 2050.

An essential part of meeting these goals rests with software modelling tools that predict energy consumption and environmental impacts at the design stage. NRCan has for almost 30 years funded standards and software such as [Hot2000](#) to meet goals like these, however in 2019 we learned that NRCan has removed key components of the software that facilitate an evaluative reference comparison to Energuide and R2000 standards, thus hindering the ability for AEC professionals to demonstrate to our clients the value of these programs. Architects, as part of their rightful scope of practice, are involved in energy and building envelope design from the early building massing and Schematic Design phases all the way through Applications for Building Permit and Post-Occupancy Review. As licensed and regulated professionals, we bear a unique responsibility to design ever more efficient and low to zero carbon buildings and demonstrate the compliance of these designs with building codes.

We understand there has emerged a regime of private-sector, licensed, authorized Hot2000 and Energuide program evaluators (Energy Evaluators) that have access to

the final compliance certificate-generating versions of these tools, and the *general public and while Qualified Professionals does not require to generate these at the design stage*. What has changed is that AEC professionals **used to have access** to a watermarked version of these reports so that at the design stage we could recommend to our clients the value of compliance with these programs and thus refer these designs to R2000 builders and evaluators.

We no longer have access in the same way. We are not asking to be Energy Advisors (who do **building certifications** at the point of occupancy), or to supplant or interfere with this system of *certification* in any way. We are asking that we have access to the full functionality of the software that we once had as we require the software to make the case for **building code compliance** for not only the OBC, but also now the NBC (re. The National Energy Step Code framework based on the EnerGuide Rating System).

More than ever, AEC professionals require ready access to simulation tools that can demonstrate how to achieve net zero, low carbon, and zero carbon designs, at the earliest stages of design through to permit application, and we are obliged to report that the removal of these key features in this publicly-funded software will negatively impact our ability to deliver effective solutions to the Canadian Public.

We would urge you to review the availability of the Version 11 of the Hot2000 program complete with the **'Training and Advisor'** modules to all AEC professionals (licenced and regulated 'Qualified Professionals' such as Engineers and Architects

The AEC sector requires ready access to these essential, publicly funded design tools now more than ever.

Sincerely,

KK Sig Block

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.3.c

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kristi Doyle, Executive Director

Date: January 8, 2021

Subject: Update on Appeal of Harmonized Zoning By-law

Objective: To provide Council with an update on the Harmonized Zoning By-law Task Group and the related appeal to the OMB (now LPAT)

The OAA's appeal of City of Toronto Zoning By-law 569-2013 (the harmonized zoning by-law) began in 2013, started by members who specialize in residential projects in Toronto. They had independently attended hearings and made deputations, but sought support from the OAA. Council agreed to back the appeal on the grounds that Toronto represents roughly half our membership, it sets precedents that are disseminated across the province, and there is a strong public interest aspect in ensuring that municipalities follow the law. Without being challenged, municipalities can, and sometimes do, get away with flaunting the law. The members who originated the issue continue to remain active with the case today.

As it currently stands, the OAA secured a preliminary win through a March 2018 ruling. The OMB member determined that the City of Toronto's decrease to heights was not consistent with the Official Plan and that the character of neighbourhoods could not be maintained. The Board suggested that all parties try to come to an agreed solution. At the time, the City had suggested a 1m increase, while appellants had suggested 1.8m.

The parties have not yet been able to reach a resolution and, while hearings did resume in October 2019, they were quickly adjourned after the City of Toronto's

expert witness suffered a medical incident. The hearings were then rescheduled to November 2019 but, following the resignation of the presiding tribunal member, were deferred again into March 2020. The hearings were again disrupted due to COVID-19 and have yet to be rescheduled.

The OAA and City have requested a remote hearing, tentatively expected to resume between April to June 2021. Legal counsel is coordinating evidence with the expanded set of key witnesses, approved by Council at the November 5, 2020 meeting. There are no further updates at this time.

Action: No action required

Attachments: None

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.4.a

To: OAA Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Communications Committee

Bill Birdsell	Jennifer King
Carl Knipfel	Joël León
Elaine Mintz	Arezo Talebzadeh

Date: January 8, 2021

Subject: Communications Committee Update

Objective: To provide an update on current and ongoing communications-related activities.

Highlights

The OAA Communications Committee has not met since the last Council meeting in December, and two Councillor members—Jeremiah Gammond and VP Communications (and Committee Chair) Amir Azadeh—have completed their terms. With a new VP Communications expected to be elected at the January 21 Council meeting, the next Committee gathering will likely take place in February, after the Priority Planning Session.

As such, this short report will cover updates from OAA staff.

OAA Website

The OAA Website's Member Directory (Find an Architect) has some inconsistencies with results, with members temporarily disappearing and then reappearing. The OAA is working with its web consultant, Enginess, and its iMIS developer, Visual Antidote, to resolve the issue. A notice has been added to alert users the Directory is currently undergoing maintenance for improvements, and to contact officeoftheregistrar@oaa.on.ca to confirm the status of a member or practice.

After the issues with the Member Directory have been resolved, discipline history for Members and Practices will be added to the Website. This will be prefaced by reminders of the pending change, which was made to bring the OAA in line with other regulators with respect to transparency and protection of the public interest.

Other refinements to the OAA Website continue. Late last year, the Interns Committee reviewed the Intern Architects and Student Associate pages on the Website and provided feedback and recommendations. At a November 25 meeting, the Registrar reviewed some of the Intern Committee's program-specific recommendations that required approval. Final decisions were made and many of the recommendations were implemented. If changes were not made, an explanation was provided on the Website Issues [Google Web form](#).

All Website issues and wish list items are currently tracked in the following [Google Web form](#).

Web Updates (December–January 2020)

- Council updates;
- ConEd End of Cycle and Webinar Series updates and revisions;
- SHIFT Website/Awards & jury updates;
- Interns & Students FAQ; and
- Content editing/updates, including news about the new Conference format.

Upcoming Priorities

- Search engine enhancement;
- Member Directory troubleshooting and enhancement;
- Updating discipline history on the Member Directory;
- Graphic standard review; and
- Accessibility training.

Service Awards

The deadline for submissions of the [G.Randy Randy Roberts](#) and the [Honour Roll](#) is coming up on January 29.

Call for submissions reminders are being pushed on OAA News, the Website, and Social Media.

A reminder was also sent to Society Chairs and Liaisons to encourage submissions. The [jury](#) for the Service Awards has also been confirmed.

SHIFT Challenge

The deadline for the SHIFT2021 Challenge is approaching quickly on January 18. Communications staff is doing one final push to encourage submitters to finalize submissions. Reminder emails have been sent to active submissions on the online platform. Regular reminders and alerts have also been included on the OAA Website and Social Media.

To help demystify the submission process, interviews with past participants are available on our YouTube channel. Last month, the OAA announced its panel of expert jury members for the 2021 challenge. These jurors will be joined by facilitator, architect and OAA Past-President, Toon Dreessen.

A special targeted bulletin was sent on Friday, January 8 and outreach (about the deadline, the jury, and the YouTube interviews with past participants) continues over social media.

E-communications

In addition to the regular biweekly editions of the *OAA News* enewsletter, numerous other bulletin emails have been sent out since the last Council report. These include:

- Regulatory Notices pertaining to the forthcoming end of cycle for the OAA ConEd program;
- an RFP Alert;
- an email introducing members to eight new sessions under the OAA's webinars series;
- emails announcing the SHIFT jury and making a final push for participation;
- reminders about individual renewal invoices;
- email highlighting opportunities for Student Associates after the Meet the OAA webinar; and
- a special end-of-year message and reflection from the OAA President.

At the time of this report's writing, a *Practice Advisory* e-newsletter was planned for mid-January, along with a survey for Licensed Technologists OAA regarding their title, a followup email to Student Associates, and communications regarding individual and practice renewals.

Social Media

On **Instagram** and **Facebook**, posts and stories shares information about 2021 SHIFT Challenge, OAA Webinar Series, Continuing Education end of cycle reminders, 2020 Queen's Park Picks, and the Public Awareness Sponsorship program, as well as striving for daily content on *Equity, Diversity, and Inclusion*, and *Congregate Living*, as directed by Council.

Twitter was used to inform followers about registration and submission deadlines, information about the pandemic's impact on the profession, and more. Many posts were retweeted from other sources in relation to 2021 SHIFT

Challenge, OAA Webinar Series, 2020 Queen's Park Picks, and content of direct interest to the architecture profession in Ontario. In addition, Twitter was used to share information on *Equity, Diversity, and Inclusion*, and *Congregate Living*.

The **Social Media Content Amplification Activity** appendix is an overview of where content has been shared, alongside audience data for reach, engagement, and impressions.



Followers: 5,702 (**up 347 from last month**)

Average Post Audience: 1,832



Followers: 7,512 (**up 40 from last month**)

Total Likes: 8,229 (310 up from 7,919)



Followers: 2,245 (**up 43 from last month**)














Total Likes: 1,928 (17 up from 1,911)














Action: For information only.







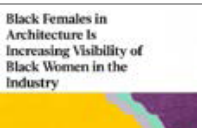


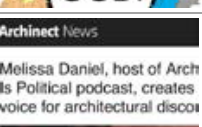



Attachments: OAA Content Activity Chart January 2021.pdf













OAA Content Amplification Activity (June 9, 2020 - January 12, 2021)






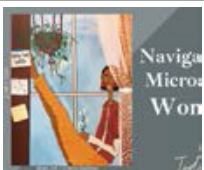


					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Instagram		Facebook		Twitter	
									Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Jan. 10	Book of the week: "Gender Space Architecture: An Interdisciplinary Introduction"		OAA	✓		✓	✓	1,083	16	1	1	614	2
	Jan. 8	A Celebration of the Accessibility Acts of Canada and the US		RAIC	✓		✓	✓	750	10	2	0	832	4
Concgregate Living	Jan. 5	Alternative Healthcare Facilities: Architects Mobilize their Creativity in Fight against COVID-19		ArchDaily	✓		✓	✓	1,704	43	7	2	651	3
Equity, Diversity, & Inclusion	Jan. 3	Podcast of the week: "Addressing Our Own Bias to Design Better" by the ARCHITECT		OAA	✓		✓	✓	1,301	11	5	0	757	3
Concgregate Living	Dec. 30	Community Centers for Displaced Populations		ArchDaily	✓		✓	✓	2,634	87	8	2	365	1
Equity, Diversity, & Inclusion	Dec. 23	This Digital Library Is Bringing Overdue Recognition to Marginalized Designers		Architectural Digest	✓		✓	✓	1,632	41	3	2	416	1
Concgregate Living	Dec. 20	Book of the week: "Design for Health: Sustainable Approaches to Therapeutic Architecture" by Terri Peters		OAA	✓		✓	✓	1,652	30	1	1	2,265	4
Equity, Diversity, & Inclusion	Dec. 17	CCDI Webinar: Diversity and inclusion fundamentals		CCDI	✓		✓	✓	975	17	1	1	513	4
Concgregate Living	Dec. 16	Refugee Camps: From Temporary Settlements to Permanent Dwellings		ArchDaily	✓		✓	✓	1,339	41	2	1	475	1
Equity, Diversity, & Inclusion	Dec. 12	Podcast of the week "The Nexus: Toni Griffinurbanist"		OAA	✓		✓	✓	1,155	13	1	1	479	0





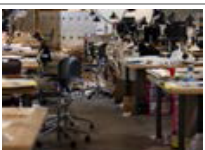





					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Dec. 10	Overlooked; A Reflection on Progress and Equality of Women in Architecture		Archinect	✓		✓	✓	847	32	0	0	473	5
	Dec. 8	Edmonton civic leaders lay out blueprint for a more equitable, inclusive post-pandemic city		Canadian Architect	✓		✓	✓	966	19	3	2	541	4
	Dec. 6	Book of the week: "Designing Inclusive Futures" edited by Peter Robinson, Patrick Langdon		OAA	✓		✓	✓	781	13	5	1	810	3
Congregate Living	Dec. 3	Editorial: Reforming Justice Architecture		Canadian Architect	✓		✓	✓	840	19	0	0	1,232	4
	Dec. 2	Cascade of sky gardens to crown Shenzhen children's hospital by B+H Architects		Dezeen	✓			✓	1,211	41	2	1		
Equity, Diversity, & Inclusion	Dec. 1	Lived Experiences in Architecture		RAIC	✓		✓	✓	561	9	1	0	450	1
Congregate Living	Nov.29	Podcast of the week: "Giving Refugee Communities the Design They Deserve"		OAA	✓		✓	✓	1,011	16	2	1	476	1
Equity, Diversity, & Inclusion	Nov. 25	Editorial: Let's Talk About Race		Canadian Architect	✓		✓	✓	792	22	7	2	708	6
	Nov. 24	Addressing power dynamics for inclusive leadership		CCDI	✓		✓	✓	534	8	2	0	424	1
	Nov. 23	More Than a PR Campaign—Diversity and Inclusion Through Action in Architecture Firms		ArchDaily	✓		✓	✓	1,086	39	5	1	404	2
	Nov. 21	Book of the week: "White Papers, Black Marks: Architecture, Race, Culture"		OAA	✓		✓	✓	1,038	14	1	0	606	5
Congregate Living	Nov. 20	Association Between Nursing Home Crowding and COVID-19 Infection and Mortality in Ontario		JAMA Network	✓		✓	✓	710	9	1	1	502	1
Equity, Diversity, & Inclusion	Nov. 19	Black Voices in Architecture		Architectural Record	✓	✓	✓	✓	769	28	5	1	460	3

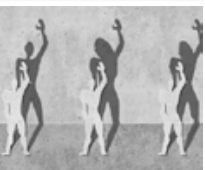


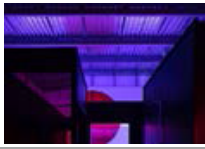







					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity Diversity, & Inclusion	Nov. 18	Letter to the editor Addressing race		Canadian Architect	✓	✓	✓	✓	1,709	74	7	3	544	3
	Nov. 14	Podcast of the week: "The Nexus: Stephen Gray"		OAA	✓	✓	✓	✓	840	13	3	1	526	2
Congregate Living	Nov. 12	Architects Doing their Bit: 5 Architecture-Related Organisations for		ArchDaily	✓	✓	✓	✓	1,266	33	3	1	573	3
	Nov. 11	Pandemic effect: Community centres		Canadian Architect	✓	✓	✓	✓	1,013	37	8	1	1,136	8
	Nov. 10	Architecture of Healing: Post-Emergency and Recovery		ArchDaily	✓	✓	✓	✓	817	29	4	1	570	1
Equity Diversity, & Inclusion	Nov. 9	Unconscious bias		CCDI	✓	✓	✓	✓	753	25	4	1	755	8
	Nov. 6	Book of the week: "Inclusive Housing"		OAA	✓	✓	✓	✓	1,124	33	2	1	819	5
Congregate Living	Nov. 5	How better design will improve the spaces where we work and live		Financial Times	✓	✓	✓	✓	639	13	5	2	721	2
	Nov. 4	Decolonizing Design: The Case for Universal Inclusivity		Azure	✓	✓	✓	✓	1,510	82	7	3	2,356	7
	Nov. 3	Editorial: Pandemic Pulse		Canadian Architect	✓	✓	✓	✓	693	12	4	1	635	16
Equity Diversity, & Inclusion	Nov. 1	Podcast of the week: "POC Architecture (Canada)"		OAA	✓	✓	✓	✓	1,434	26	8	2	726	3
	Oct. 29	The importance of intersectionality in diversity and inclusion		CCDI	✓	✓	✓	✓	635	16	7	1	662	2
Congregate Living	Oct 26	The Same People who Designed Prisons Also Designed Schools		ArchDaily	✓	✓	✓	✓	1,988	132	7	1	462	1

					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Congregate Living	Oct. 25	The Hospital of Today – and Tomorrow – is Rapidly Deployable		Azure	✓	✓	✓	✓	1,083	34	2	1	542	3
Equity Diversity, & Inclusion	Oct. 24	A Change is Proposed for this Site: A Short Story About Urban Inequity		Dezeen	✓	✓	✓	✓	1,267	57	4	1	1,514	5
	Oct. 23	Book of the week: Mismatch: How Inclusion Shapes Design Kat Holmes		OAA	✓	✓	✓	✓	770	14	3	1	742	7
	Oct. 22	Pandemic effect: Equity in architecture firms		Canadian Architect	✓	✓	✓	✓	1,366	70	7	2	524	1
	Oct. 21	Architecture Firms Begin to Grapple with Discrimination		Architectural Record	✓	✓	✓	✓	1,404	64	6	3	532	1
	Oct. 20	The Architecture of Social Interaction		ArchDaily	✓	✓	✓	✓	2,170	148	10	1	884	4
	Oct. 19	Black Females in Architecture Is Increasing Visibility of Black Women in the Industry		Design Milk	✓		✓	✓	1,173	60	4	1	534	1
	Oct. 18	Podcast of the week: "Why Architects Should Be 'ALL In' for Diversity?"		OAA	✓	✓	✓	✓	1,023	18	3	0	424	3
	Oct. 17	Measurements of success		CCDI	✓	✓	✓	✓	707	17	5	1	581	3
	Oct. 16	Melissa Daniel, host of Architecture Is Political podcast, creates a new voice for architectural discourse		Archinect	✓	✓	✓	✓	1,535	101	6	1	876	12
	Oct. 15	How More Security Makes Women and Queer People Feel Less Safe		Faild Architecture	✓	✓	✓	✓	1,619	69	10	1	3,603	15
	Oct. 9	Book of the week: "Black Faces, White Spaces: Reimagining the Relationship of African Americans to the Great Outdoors"		OAA	✓	✓	✓	✓	760	12	3	1	415	1
	Oct. 8	National Organization of Minority Architects demands end to "deadly and pervasive virus"		Dezeen	✓	✓	✓	✓	709	22	7	1	453	1

					Multi-platform strategy: Published on OAA Platform									
									Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Oct. 7	Stephanie Ribeiro on how "Architecture Must Recognize the Debate Around Race and Gender"		ArchDaily	✓	✓	✓	✓	1,438	63	7	2	6,048	17
	Oct. 6	"Let's talk about diversity"		Dezeen	✓	✓	✓	✓	699	24	8	2	543	1
	Oct. 5	J. Max Bond Jr. Lecture IMPATIENCE!		AIANY Diversity & Inclusion	✓	✓	✓	✓	727	20	7	1	550	2
	Oct. 4	Podcast of the Week: Culture and Race Within Landscape Architecture by Authentic F&F		OAA	✓	✓	✓	✓	759	8	6	2	699	0
	Oct. 2	TORCH Mentorship Program – Social Responsibility and Community Engagement		aiany emerging new york architects	✓	✓	✓	✓	763	19	6	1	1,226	0
	Oct. 1	Womxn to the Front: Design, Activism, and Lessons from the Creative Frontlines		aiany women in architecture	✓		✓	✓	636	15	7	1	408	0
	Sep. 30	Disability and Design: what makes a building accessible?		RIBA	✓	✓	✓	✓	743	27	8	2	397	1
	Sep. 29	The Big Questions on Race with John Amaechi OBE		RIBA	✓	✓	✓	✓	867	26	8	1	536	1
	Sep. 26	Book of the week: "Mismatch: How Inclusion Shapes Design" by Kat Holmes		OAA	✓	✓	✓	✓	863	11	3	2	432	1
	Sep. 25	London competition challenges architects to design better housing for diverse communities		Wallpaper	✓	✓	✓	✓	939	34	7	1	571	3
	Sep. 24	"Our tips make people feel quite uncomfortable" says architecture diversity platform Sound Advice		Dezeen	✓	✓	✓	✓	905	26	5	1	547	4
	Sep. 23	Pride in Architecture		RIBA	✓	✓	✓	✓	795	19	0	0	140	6

					Multi-platform strategy: Published on OAA Platform									
									Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Sep. 22	U of T Architecture Promises to Design a More Just and Inclusive Future		Canada's National Observer	✓	✓	✓	✓	2,366	272	0	0	737	6
	Sep. 21	Whiteness in Architecture		Architectural Record	✓	✓	✓	✓	1,262	103	1	1	424	4
	Sep. 20	Podcast of the Week: The Nexus: Bryan Lee, Jr.		OAA	✓	✓	✓	✓	803	17	3	3	407	1
	Sep. 17	Design Leadership Without Borders		AIANY Women in Architecture	✓	✓	✓	✓	743	20	0	0	635	3
		What constitutes effective community engagement in an equitable and environmentally responsible architectural		AIANY	✓	✓	✓	✓	619	19	1	1	304	1
	Sep. 14	Building Anti-Racist Practices for Recruitment, Hiring and Retention		Jodi-Ann Burey	✓	✓	✓	✓	494	15	0	0	274	2
	Sep. 13	Book of the Week: "Designing for Diversity" by Kathryn H. Anthony		OAA	✓	✓	✓	✓	1,069	22	0	0	737	6
	Sep. 10	Navigating Workplace Microaggressions for Women of Color - Part 3 ENCORE		Jodi-Ann Burey	✓	✓	✓	✓	934	30	1	1	424	4
	Sep. 9	Harvard GSD Students and Alumni Launch Design Yard Sale for Racial Justice		Dezeen	✓	✓	✓	✓	816	15	3	3	407	1
	Sep. 6	Podcast of the Week: Racial Equity and Justice in Our Cities		The midnight Charrette	✓	✓	✓	✓	947	17	0	0	635	3
	Sep. 5	Speak Up, Speak Out: Communicating for Justice, Equity, Diversity and Inclusion		Women in Architecture (LIWIA)	✓	✓	✓	✓	1,162	33	1	1	643	3

					Multi-platform strategy: Published on OAA Platform									
									Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Sep. 2	Transforming Silence into Action		Communication Leadership, Simplicity Consulting, in collaboration with Jodi-Ann Burey.	✓	✓	✓	✓	867	23	2	2	677	3
	Sep. 1	Diversity must become a priority for architecture		The RIBA Journal	✓	✓	✓	✓	1,013	62	4	3	528	2
	Aug. 31	Kéré Architecture Designs Sceneography for Exhibition on Racism		ArchDaily	✓	✓	✓	✓	1,016	61	3	3	580	2
	Aug. 30	Book of the Week: "Designing Women: Gender and the Architectural Profession" by Annmarie Adams & Peta Tancred		OAA	✓		✓	✓	1,360	52	53	4	1,848	15
	Aug. 29	The Visibility Project analyzes racism and discrimination at Yale School of Architecture		The Architect's Newspaper	✓		✓	✓	1,331	83	3	3	576	1
	Aug. 28	6 Initiatives that Empower Women in the Architectural and Construction Sectors		ArchDaily	✓	✓	✓	✓	657	23	1	1	435	1
	Aug. 25	Wutopia Lab's pink and blue houses explore ideas of masculine and feminine		Dezeen	✓	✓	✓	✓	1,127	56	1	1	421	2
	Aug. 21	Podcast of the Week: The Nexus: Aisha Densmore-Bey		OAA	✓		✓	✓	1,157	26	0	0	674	1
	Aug. 20	Shelter, Care and Gathering: 10 Architecture Projects Designed for Women		ArchDaily	✓	✓	✓	✓	909	53	2	2	747	2
Equity, Diversity, & Inclusion	Aug. 17	Voices of Equity, Diversity, and Inclusion (EDI)		AIA	✓	✓	✓	✓	860	22	1	1	885	4

					Multi-platform strategy: Published on OAA Platform									
									Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Aug. 15	Architecture is Yet to Come to Terms with Trans Bodies		Faild Architecture	✓			✓	1,560	77	2	2		
	Aug. 14	Book of the Week: "Architecture in Black: Theory, Space and Appearance" written by Darell Wayne Fields		OAA	✓	✓		✓	1,187	53	0	0		
	Aug. 13	BFA works for pride, not prejudice, for black women architects		The RIBA Journal	✓	✓		✓	1,124	63	2	2		
	Aug. 12	What Do We Mean By Queer Space?		Azure	✓	✓	✓	✓	1,000	50	12	3	480	4
	Aug. 11	Engaging Change: A Discussion on Anti-Black Racism		Quadrangle	✓	✓	✓	✓	791	18	1	1	579	3
	Aug. 10	Impostor Syndrome In Design		Designing in Color	✓	✓	✓	✓	1,058	44	2	2	354	2
	Aug. 6	Empowering African American Female Architects and Students		ArchDaily	✓	✓	✓	✓	915	43	0	0	374	2
	Aug. 5	Navigating Workplace Microaggressions for Women of Color		Jodi-Ann Burey	✓	✓	✓	✓	945	34	0	0	1,654	4
	Aug. 4	Black Women's Experiences in Higher Education & the Workplace		University of Toronto Women's Association	✓	✓	✓	✓	921	36	4	4	493	2
	June. 18	Towards an Empathetic Architecture: Embracing Diversity & Inclusion		OAA, Amir Azadeh	✓		✓	✓	1,442	92	5	3	665	10
	June. 9	Annabel Vaughan		BEAT	✓			✓	1,895	57	11	9		

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.5.a

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Paul Hastings Vice President Regulatory, Christie Mills Registrar

Date: January 12, 2021

Subject: Activities Under the Registrar Year in Review 2020

Objective: Statistical Update

Experience Requirements Committee (ERC):

Exemption Requests to Council: In 2020 there was 1 Exemption Report to Council slated for review at the January 2021 Council meeting.

Experience Requirements Committee (ERC): The ERC held 1 Committee meeting in February 2020; the Committee interviewed 1 applicant in November 2020.

The one ERC interview was undertaken using a virtual hybrid model (Committee attends via Skype with Candidate, Registrar and OAA Licence Administrator attending at the OAA Headquarters). As we are now currently in lockdown the Team is again investigating a fully remote interview options.

Complaints Committee:

The Complaints Committee dealt with 18 complaints in 2019.

2 complaints matters were referred to the Discipline Committee.

3 complaints matters were withdrawn.

2 complaints were not referred to the Discipline Committee and/or the Committee took other action not inconsistent with our governing legislation which included issuing 4 Letters of Caution and/or Undertakings

7 complaints matters have been carried over to 2021.

Public Interest Review Committee (PIRC): No meetings were held to date in 2020.

Discipline Committee:

The Discipline Committee held 4 Hearings and 1 was adjourned until January 2021.

There is one appeal from a decision of the 2018 Discipline Committee to Divisional Court. The matter was heard and the court dismissed 4 out of 5 allegations and returned one allegation to the Discipline Committee Tribunal for a determination. This decision has subsequently been appealed and scheduled to be heard early 2021. The case is cited as Saplys v. Ontario Association of Architects, 2019 ONSC 1679.

There is an additional appeal from a decision of the Discipline Committee to Divisional Court.

2021 Discipline Committee hearings will move forward using the virtual platform if it is agreeable to all parties.

Registration Committee: There is one appeal pending from a decision of the Registration Committee. The Court has scheduled the appeal for January 25, 2021. At this time the hearing will be proceeding via videoconference.

Act Enforcement:

87 matters were reported to the Registrar for investigation by members and the public related to misuse of the term “Architect” or “Architecture” or otherwise holding out:

18 matters resolved by written agreement with legal counsel;

15 matters resolved by written agreement with Office of the Registrar;

20 matters ongoing at end of 2020; and

34 matters unsubstantiated therefore discontinued.

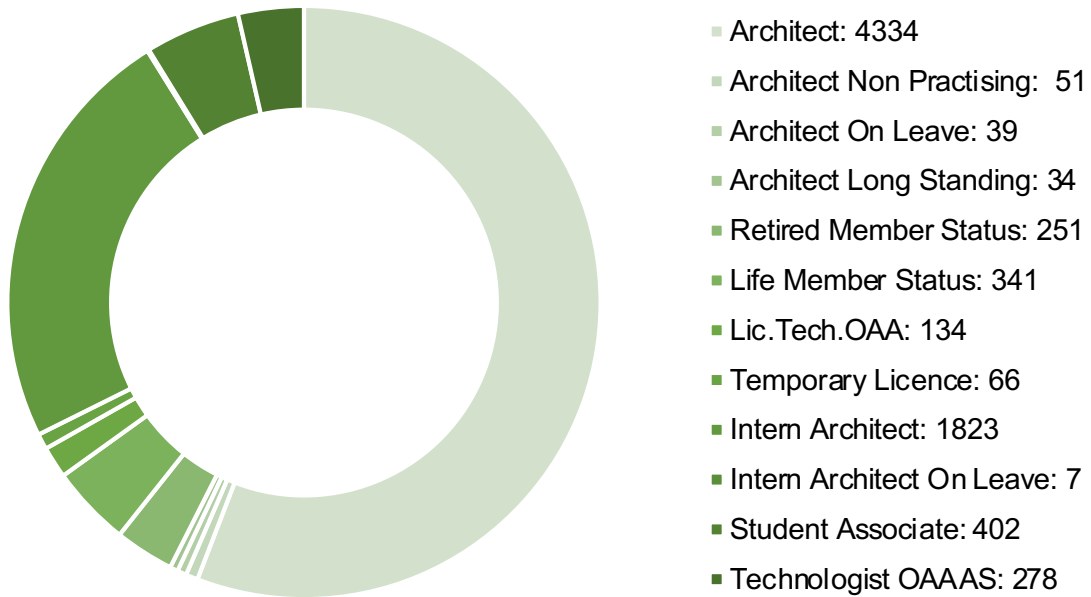
Injunction: There are no injunctions in process related to holding out and unauthorized practice.

Action: None. For Information Only.

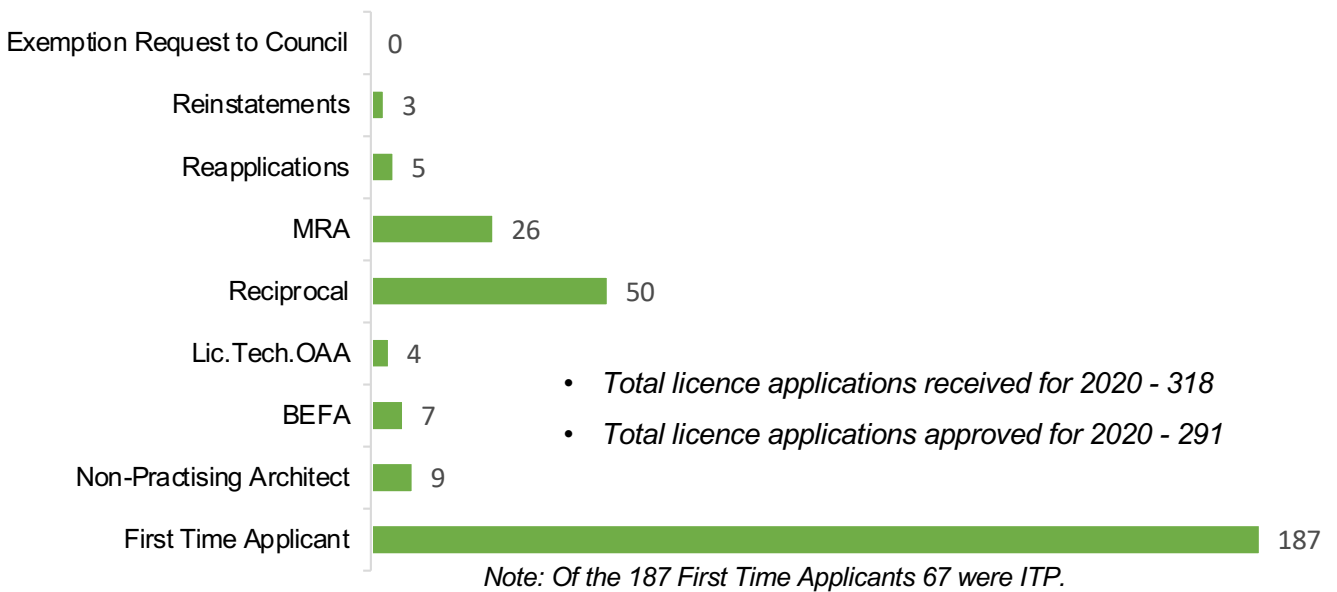
Attachments: Appendix: Activities Under the Registrar Statistics

Membership as of December 31, 2020

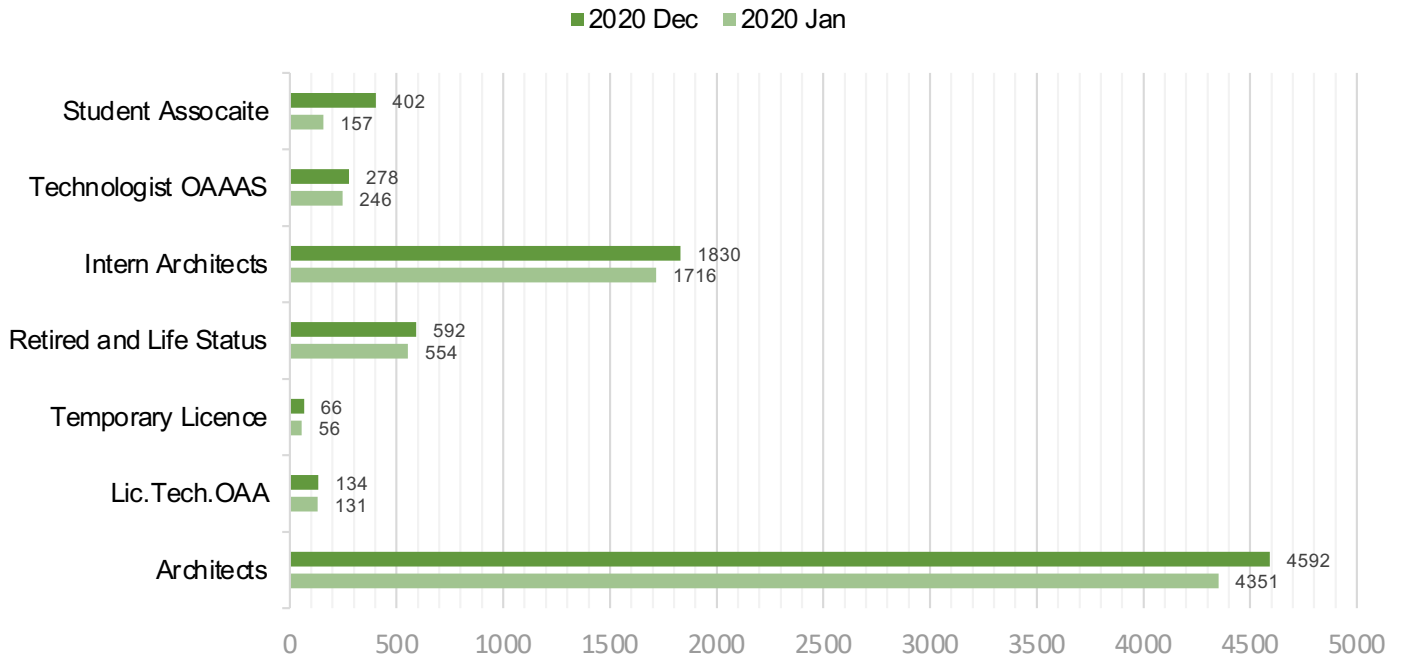
OAA Individual Status Distribution



Licence Application Approval Distribution for 2020



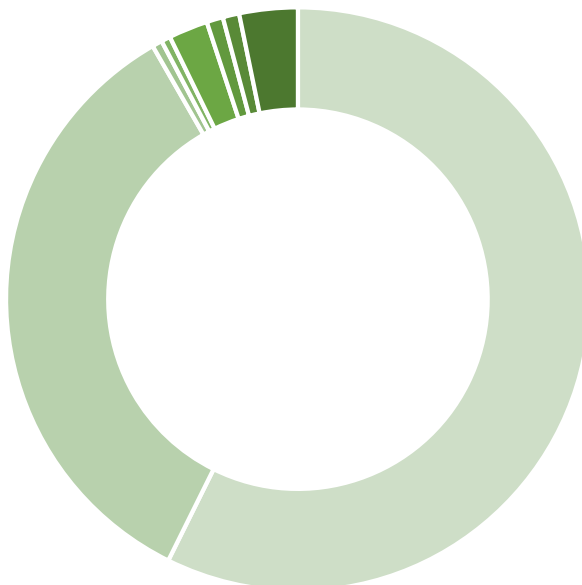
Growth in Individual Status for 2020



- *Total Intern Architect Applications Received 2020 - 431*
- *Total Student Associate Applications Received for 2020 - 301*

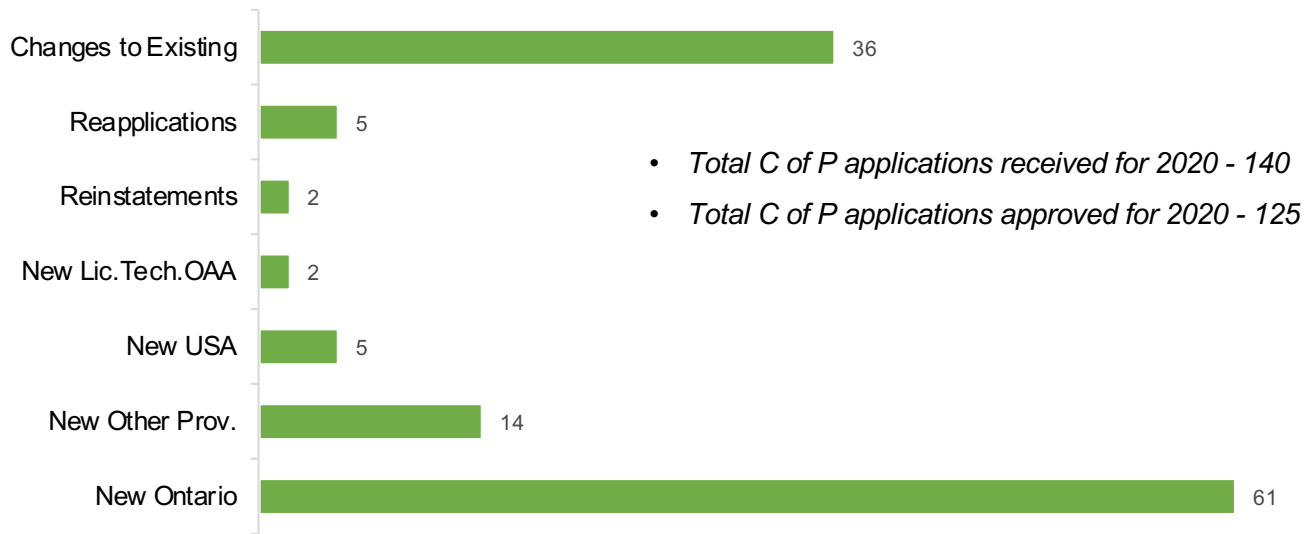
Certificate of Practice for 2020

OAA Certificate of Practice Distribution

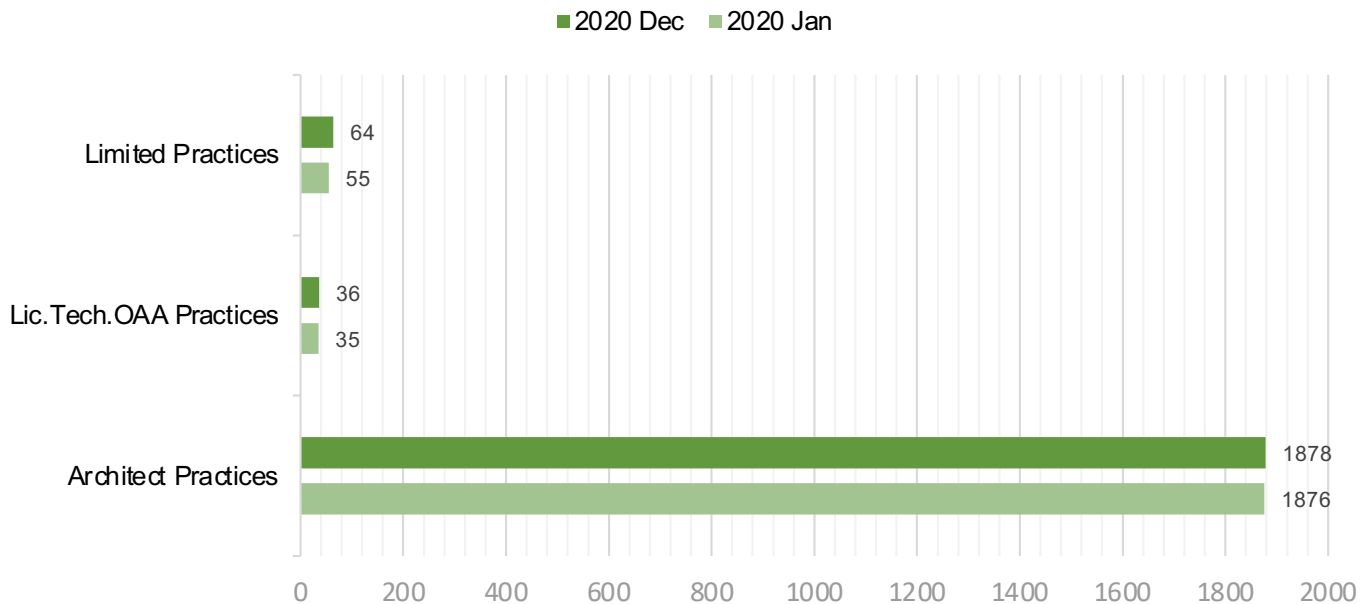


- Architect Corporation: 1134
- Architect Sole Proprietor: 680
- Architect Partnership of Corp: 11
- Architect Partnership of Members: 10
- Architect Partnership: 43
- Lic. Tech. OAA Corporation: 18
- Lic. Tech. OAA Sole Proprietor: 18
- Limited Practice: 64

Practice Application Approval Distribution for 2020



Growth in Certificate of Practice for 2020



Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.6.a

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
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Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Settimo Vilardi, Vice President Practice

Date: January 12, 2021

Subject: Report from Vice President Practice

Objective: To update Council on activities of the Practice Portfolio

Background:

1. Activities Report – Vice President Practice
 - SCOB CAR Meeting on December 11, 2020.
Executive meeting on January 6, 2021.
 - Fundamentals of Running an Architectural Practice Course Review Committee, December 16, 2020 (December 20, 2020).
 - Pro-Demnity Board Meeting on November 27, 2020
2. Activities Report – Practice Advisory Services (key items)
 - COVID-19 Updates (webpage content):
Information from the first wave is still relevant during this second wave of the pandemic. The web page is continually updated and reflects the current lockdown in Ontario towards the end of January 2021.
 - PAS received about 143 calls since Council's last meeting (between November 20, 2020 to January 1, 2021) some of which relate to COVID-19. (Note: This may include multiple calls about the same topic). This does not include email correspondence.
 - Update on Requests for Proposals (RFPs) monitoring: Approximately 57 RFPs have been reviewed since January 2020, (including 6 since the December 4, 2020 Council meeting).

- No RFP alert has been issued since Council last met (between November 20, 2020 to January 1, 2021) with a total of 12 RFP alerts since January 2020.
 - Supporting Committees and departments at OAA: PAS assists in questions relating to IAP hours, providing feedback on interdepartmental projects, etc.
3. Other items/projects in progress
- Canadian Construction Document Committee (CCDC 2, Div 01) Update: CCDC 2-2020 and CCDC Division 01 have been officially released. Information has been issued to members to advise them of this via [OAA News](#) and other channels.
 - Update to OAA 600: OAA Document 600-2020
The new OAA 600 contract is aimed to be issued to Council in late spring. As the content of the contract is being worked on, PAS and OAA Communications are working on updating the template to match the new visual identity. The branding exercise is also being studied for all OAA contracts and associated documents (OAA 601, 602, 800, Guides, etc).
 - Website update: PAS continues to work with Communications on updating the library of Practice documents and web content. Two new Practice Tips were published and advertised to members: [PT 00 Index to Practice Tips](#) and [PT 10.4 Construction Act OAA Members Acting as Adjudicators](#). With the upcoming launch of the new CHOP in early 2021, reference updates are being done on all documents affected.
 - Practice Resource Committee (PRC) via e-mail in December
Following OAA OGCA Joint Task group meeting in late fall, PRC was asked to provide feedback on interference drawings in the context of practice. This information will assist the OAA in drafting a short report to bring back to the OGCA in early 2021. This may serve as the basis of a possible best practice document to help manage expectations about how each camp views interference drawings, how/when they should be requested, etc.
 - Subcommittee on Building Codes and Regulations (SCOBCAR) met on December 11, 2020 to discuss proposed Ontario Building Code Changes. The first was related to Proposed SB-12 Change – Expanding the list of Approved Software which is being reviewed under a separate memo and motion. The second item discussed a provision in the Architects Act relating to townhouses (Section 11 (3)(b)(ii)) which was characterized as a potential firewall loop hole in the building code that allows the 600 sm limit to building area to be exceeded which may also contravene the Architects Act, and further that the building code is wrongly interpreted to disregard the building area of a building when a firewall is used. It was noted during the meeting that the Architects Act, not the building code governs design requirements. Due to the complexity of the second item this is being further analyzed by VP Practice, VP Regulatory, Executive Director, Manager PAS and Registrar

with a future report pending.

- Project Management Service Providers will be discussed further at the annual Priority Planning Session in February 2021 regarding project management service providers and the architectural profession.

Action: None required.

Attachments: None.

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.6.b

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Settimo Vilardi, Vice President Practice

Date: January 13, 2021

Subject: Overall Statistics of the PAS Hotline and Update on Requests for Proposals (RFPs) monitoring

Objective: To update Council on 2020 activities the PAS Hotline and Requests for Proposals

Background:

PAS Hotline

The [PAS Hotline service](#) addresses questions related to a wide range of issues pertaining to the architectural profession. The service is utilized by: architects, licensed technologists, intern architects, clients, building officials, lawyers, contractors, consultants and other construction related entities to obtain assistance.

The following report presents *Total Calls per year* since 2007 as well as *Monthly averages* since 2007, showing a consistent growth in the popularity of this service to membership and public at large.

In March 2020, COVID-19 had a major impact in the design and construction industry. As a means to support and address similar questions that were surfacing through the Hotline, and received by the Office of the Registrar (OOTR), the [COVID-19 webpage](#) came into existence. As further questions arise and authorities update legislation and responses, the webpage continues to be updated.

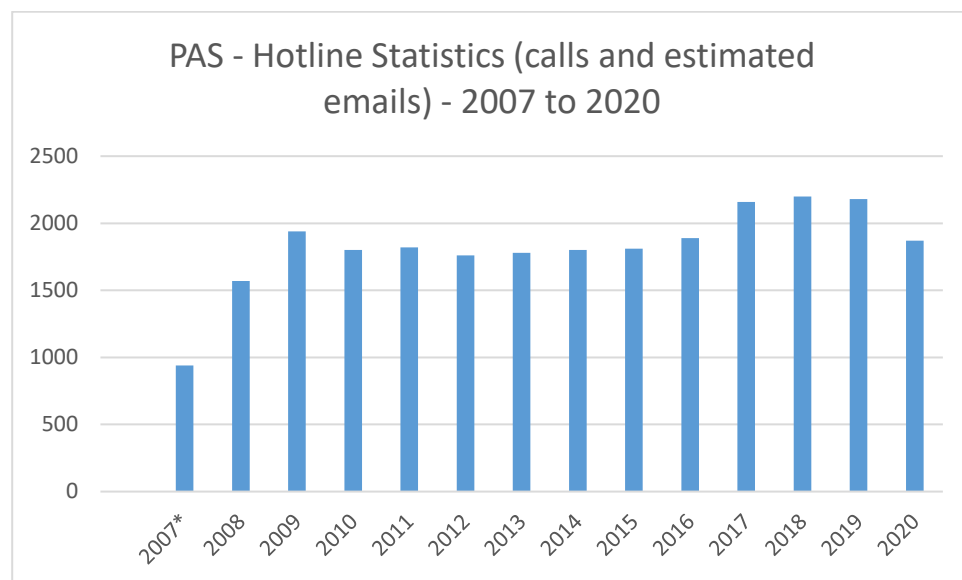


The overview offers the following observations:

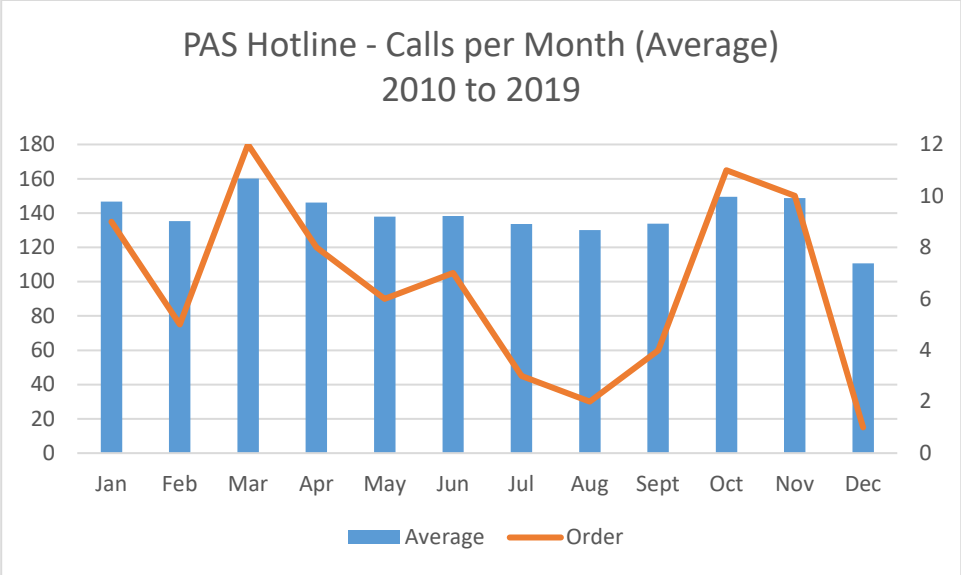
- 2017 marked the year that Hotline reached over 2000 calls/emails per year.
- The PAS Hotline's busiest months are typically January, March, October and November.
- The PAS Hotline's slowest months are typically July, August and September, corresponding to summer holidays. December is also slow.

In 2020, the following observations were made:

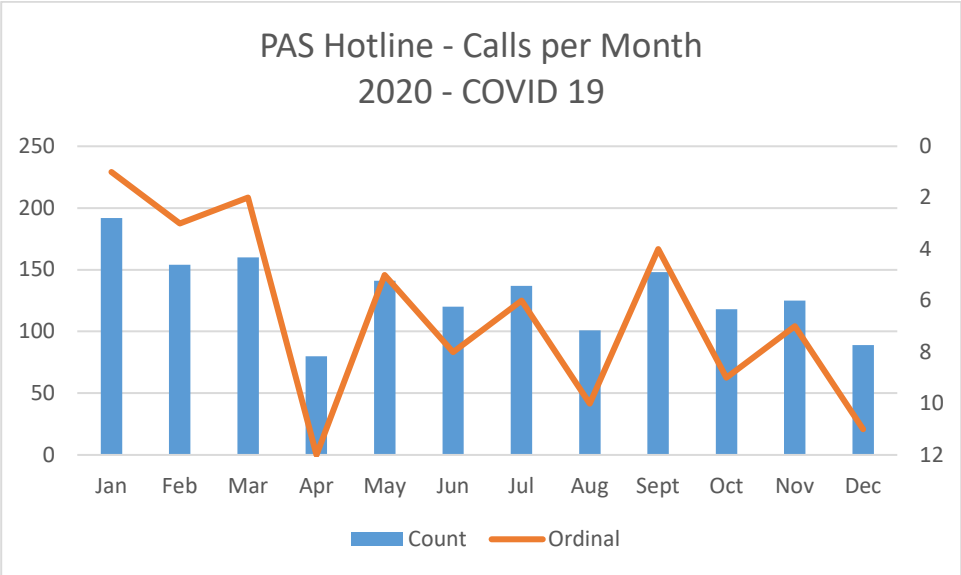
- Yearly number of calls and estimated number of emails received was less than 2000 for the first time since 2017. This can be most likely attributed to the COVID-19 lockdown starting in March 2020 as well subsequent interventions by the government.
- Prior to March 2020 lockdown, January (216 calls), February (154 calls) and March (160 calls) 2020 were tracking to be the busiest since the start of the Hotline records in 2007.
- The creation of the COVID-19 page took a lot of staff effort but helped centralize information that would have been otherwise addressed via PAS hotline, the Office of the Registrar, and the Communications group.
- The slowest month in 2020 was April (right after the March 2020 lockdown).



Note: Partial data only for 2007



Note: Between 2010 and 2019, Busiest months have typically been March, October and November.



Note: in 2020, the busiest months were January, Feb, March and September.

Year	Tel. calls per year	Combined total calls + emails (rounded)**	Average Combined (calls+emails) /month**
2007*	788	940	80
2008	1,422	1,570	130
2009	1,785	1,940	160
2010	1,645	1,800	150
2011	1,669	1,820	150
2012	1,605	1,760	150
2013	1,562	1,780	150
2014	1,502	1,800	150
2015	1,506	1,810	150
2016	1,587	1,890	160
2017	1,855	2,160	180
2018	1,897	2,200	180
2019	1,876	2,180	180
2020	1,565	1,870	160

** The number of emails are estimated

* Partial data only for 2007

RFP Monitoring

RFP Alerts are issued by the OAA to highlight any comments, cautions or advice related to Request for Proposals (RFPs).

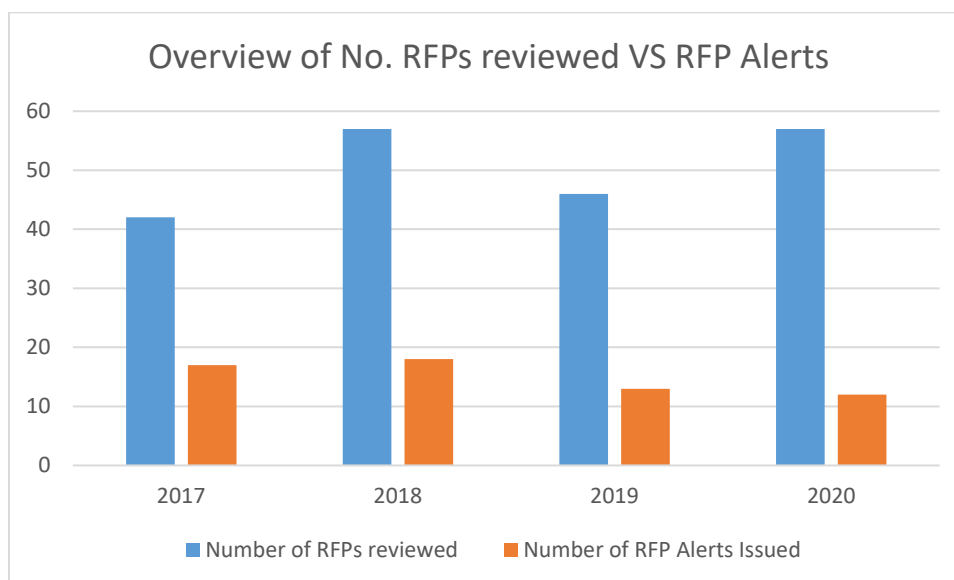
The following report presents overview of the last 4 years.

Some observations:

- The PAS team has noticed the alerts are resulting in greater awareness and willingness by some of the creators of the RFPs to having a discussion to review OAA's concerns about content of the documents.
- The introduction of [Practice tip 39.1 Best Practices for Review of RFP Language and Supplementary Conditions OAA 600 and other Client-Architect Contracts](#) in May 2019 would have also resulted in empowering members with key items to look for. We may continue to see a reduction of RFP reviews from PAS as well as alerts with this new tool.
- The number of Alerts issued in 2020 remained similar to 2019. Although a new staff person joined the team, OAA's COVID-19 webpage took over

a lot of time that would have otherwise been dedicated to RFP reviews. It can also be attributed by the fact that the time span is often too short between when RFPs are brought to PAS attention and the closing date of the RFPs. This impacts the ability to review.

- In 2020, in addition to reviewing RFPs and integrating some of the findings into the new OAA contracts coming out in 2021, PAS spent time talking to client specific groups before RFPs were published. Some examples: Ottawa Community Housing, Franco-Achat, Toronto Community Housing. The exercise consisted of reviewing the proposed documents from client-groups as well as meetings (page-turns) to discuss some of the concerns the OAA highlighted. This newer pilot initiative offers the OAA an opportunity to build relationship with client groups and engage proactively before RFPs hit the street.
- VP Practice also presented a memo (in camera) to Council at the November Council meeting (dated October 28, 2020). Council approved the continuation of the OAA's efforts to address unreasonable RFP and contract language that affect risk, liability, copyright as well as the professional responsibilities of Architects and Licensed Technologists OAA.



Year	Number of RFPs reviewed	Number of RFP Alerts Issued
2017	42	17
2018	57	18
2019	46	13
2020	57	12

Action: For information only.

Attachments: Update on Requests for Proposals (RFPs) monitoring (attached)

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	Dates Issued/Closed	Agreement	Status
2021			
1		Landscape Arch Services - RFP #2650895870 - Market Lane	Requested by Member
2020			
1	Close Dec 22/20	Oxford County - RFP-HS-2020-02 - Modular Housing	Requested by Member/comments to Member
2	Close Dec 16/20	St Lawrence College - Blue Wing Design, Kingston Campus	Requested by Member/comments to Member & Client
3	Close Dec 18/20	Ottawa Community Housing RFP-20-012	Requested by Member/on going discussions w/ Franco chat
4	N/A	FRANCOachat - RFSP-16-50	Requested by Member/no time to review
5	Close Dec 10/20	FRANCOachat - RFP-21-86 Elementary School Bowmanville	Requested by Member/letter to FrancoAchat
6	Close Nov 25/20	FRANCOachat - RFQ-20-174 - 2 Element'y Schools - Add#2	Comments to Member/concern amended
7	Close Nov 17/20	City of Sudbury - RFP-SHO20-112- Sparks St Redevelopment	Requested by Member/response to Member Nov 20/20
8	Close Nov 19/20	I.O. 361 University Ave Fire & Sprinkler RFP20-041	RFP Alert Nov 24/20
9	Close Dec 1/20	CreateTO RFSQ 2020-052	Requested by Member/comments to Member
10	n/a	The Well, Spadina/Front SC's	Requested by Member/no time to review
11	Close Nov 12/20	Queen's University Lab 334, 255, 150 & 156, B2	Requested by Member/comments to Member Nov 13/20
12	Close Nov 16/20	Sheridan College RFP 20-42 - Electrical Sub-stations	Requested by Member/response to Member Nov 4/20
13	Close Dec 2/20	Massey College RFP - Feasibility Study	Alert Nov 13/20 - Response received from City
14	Close Nov 18/20	City of Mississauga - Prof Cons Services Roster PRCpp2498	Requested by Member/comments to Member
15	n/a	York CDSB - Scope of Work - Various projects	Requested by Member/revised addendum issued
16	Close Nov 9/20	Town of Collingwood RFP-Arts & Cultural Centre	Requested by Member/Development Proposal
17	Close Nov 5/20	Windsor Central Library-EOI-148-20	Requested by Member-forwarded review from Nov/19
18	Close Oct 16/20	FRANCOachat-RFO-20-67-EEP Charlotte Lemieux	Comments to Member/no time to issue alert
19	Close Oct 20/20	City of Waterloo-RFP 20-16-Council Chamber Rehab	RFP Alert Oct 07/20 - client issued addendum
20	Close Oct 9/20	Region of York-Stouffville Affordable Housing	RFP Alert Oct 16/20 - comments to Member & Client
21	Close Oct 6/20	St Lawrence Park-Environm't Sustainable Education Facil	Requested by OCH to review/also sent by Member
22	n/a	Ottawa Community Housing	Comments to Members & Client -Client amended RFP
23	Close Oct 2/20	North Glengarry Arena Upgrades RFP	Requested by Member/comments to M'r/no time to review
24	Close Sept 4/20	Design Build RFP - Canada Post Orangeville	Requested by Member/no time to review
25	Close Aug 31/20	Tillsonburg RFP 2020-006	Forwarded to RAIC
26	Close Sept 29/20	PWC/Supreme Court of Canada/Letter of Interest	RFP Alert Aug 12/20 - comments to Members & Client
27	Close Aug 18/20	City of Toronto Ledbury Community Centre 2515933710	Requested by Member/no time to review/see previous alerts
28	Close Aug 4/20	City of Toronto Dovercourt Boys & Girls Club 2214523313	Comments to Members and Client
29	Close Aug 14/20	City of Cornwall New Fire Station RFP20-P11	Requested by Member/Comments to Member
30	Close July 29/20	Hanover Theatre/Community Hall RFP 2020-01-CS	Requested by Member/ refer to KD letter
31	Close July 15/20	FRANCOachat New School Kanata Sud	Requested by Member/too late to issue alert
32	Close July 10/20	Woolwich Township Maryville FD	City agreed to go w/ a standard OAA contract
33	N/A	City of Sarnia Washroom Renovations SC's	Comments sent to Members on invited list - no alert req'd
34	Close June 4/20	Waterloo District School Board, RFP 7051-KP-19	Comments sent to member and Region
35	Close May 25/20	Waterloo Region Housing, RFP C2020-12, 416 Kings Court Dr	Reviewed/Resolved with Member and Region
36	Close May 18/20	Niagara (NPCA) RFP-NPCA-2020-015, Ball's Conservation Area	RFP Alert May 8/20 - comments to Member & Client
37	Close May 14/20	City of Toronto, Doc2113494479 Herbert Carnegie Arena	Requested by Member/no time to review
38	Close May 8/20	City of Barrie, FDP2020-0417, Allendale Recreation Centre	RFP Alert May 13/20 - comments to Member & Client
39	Close May 19/20	U of Ottawa - RFP 2020-40353, Feasibility Study	RFP Alert May 1/20 - comments to Member & Client
40	Close May 08/20	City of Toronto, RFP#2317194901, EMS 330 Progress Ave	RFP Alert Apr 21/20 - comments to Member & Client
41	N/A	City of Cambridge, RFP- P20-26, Preston Auditorium	RFP Alert Apr 24/20 - comments to Member & Client
42	Close Apr 20/20	City of Kingston, RBBH Renos, RFQ#FMCS-2020-08	Requested by Member
43	March 18/20	City of Barrie Offices, 4th Floor Reno's, RFP2020-02-28	Comments sent to Member
44	N/A	TCHC- Request for Contract Extension	Requested by Member - no alert req'd
45	Close Mar 19/20	U of T RFP P078-19-223 Facilities & Services	Requested by the Client - Meeting w/Client Feb 21/2020
46	N/A	University Health Network Supplementary Conditions	Client wants the OAA to review RFP (which they are preparing)
47	N/A	Town of Scugog	RFP Alert Mar 04/20- comments to Member & Client

	Dates Issued/Closed	Agreement	Status
48	Close Mar 10/2020	City of Sarnia RFP#20-120	Response sent to Client & Member - no alert required
49	Close Feb 28/2020	Township of Killaloe-Hagarty-Richards RFP 2020-02	Response sent to Client
50	Close Jan 22/2020	Brampton Arch & Int Design Services RFP Various Projects	Requested by Member- not reviewed
51	Close Jan 31/2020	UofT RFP#2018-19-73A	Response to Member Jan 06/2020
52	Close Jan 13/2020	Southwest Middlesex Child Care Facility RFQ	Requested by Member and Policy
53	N/A	Toronto Community Housing	Response sent to Member - no alert required
54	Close Feb 14/2020	OTTAWA COMMUNITY HOUSING CORPORATION	Request by Executive Director
57	Close Feb 21/2020 14:00	Parliamentary Precinct design competition	

Year	RFPs and Supplementary Conditions Reviewed	Number of Alerts Issued
2020	57	12
2019	46	13
2018	57	18
2017	42	16

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 6.7.a

To: Council

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J. William Birdsell	Heather Breeze
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Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Agata Mancini, Vice President Education - Committee Chair

Committee Members

Christina Facey	Krystyna Ng
Hadi Jafari	Maria Denegri
Janet Harrison	Shane Laptiste
Jeffrey Laberge	Milda Miskinyte
Kathleen Kurtin	Susan Spiegel

Date: January 7, 2021

Subject: Update from Vice President Education

Objective: To provide Council with an update on activities of the Comprehensive Education Committee.

The Comprehensive Education Committee did not hold meetings during the reporting period.

The purpose of this memo is to summarize the activities for the period from November 2020 to January 2021.

2018-2020 Continuing Education Cycle

In consideration of the impact of the COVID-19 virus, the OAA extended the current continuing education cycle until December 31, 2020. The implications of this change are as follows:

- Members had until December 31, 2020 to complete their continuing education requirements for the 2018-2020 Cycle.

- Members who have completed their continuing education requirements were permitted to continue to accrue learning hours as the cap on carryover hours was lifted.
- Out-of-province members had until December 31, 2020 to complete their continuing education equivalency declaration form.
- The 2021-2022 continuing education cycle is shortened to 18 months, that is, January 1, 2021 to June 30, 2022.

As of January 1, 2021, there are approximately 300 members who have not managed to comply with the mandatory continuing education requirements. Continuing Education staff is currently assisting these members to comply and report their outstanding learning activities on the OAA transcript.

In 2018, the OAA implemented automatic administrative fines for members who do not complete their mandatory Continuing Education hours or record them in the OAA's online transcript before the end of the cycle. The fines are defined as follows:

First time late: \$500

Every subsequent time late: \$1,000

These fines do not replace the current Complaints and Discipline process. Moreover, the fines are in addition to any decision and order of the Discipline Committee regarding non-compliance with the mandatory Continuing Education Program. Anyone who does not pay the fine may have their licence cancelled.

The fines will be issued during the week of January 17, once the records are reconciled and deemed accurate.

Closed Captioning for Continuing Education Webinars

Starting January 2021, the OAA will provide closed captioning for all continuing education webinars. This additional service is implemented to comply with the Accessibility for Ontarians with Disabilities Act (AODA). Closed captioning will be provided using Communication Access Real-Time Translation (CART).

Communication access real-time translation (CART) is the general name of the system that is used to convert speech to text. A trained operator uses keyboard or stenography methods to transcribe spoken speech into written text. The text is recorded with the exact words that were spoken, relaying a reliable and accurate translation that is broadcast to the recipient on a screen.

In December, the OAA retained a company Closed Caption Services (CCS) to provide CART services during a society visit. It went very well.

The following is a list of continuing education webinars scheduled for 2021.

Continuing Education Webinars – January – June 2021

January 14	Managing Finances During Uncertain Times
January 28	Maintaining Sustainability and Growing your Firm
February 11	Understanding your Role as a Licensed Professional
February 25	Best Practices for Contract Administration and Adjudication
March 11	Building Strategic Resilience in Succession

March 25	2019 and 2022 Low-Rise Code Changes
April 8	Demystifying Tall Wood Buildings
April 22	Mastering the Graceful Exit: Leadership Continuity
June 3	First Principles to Deep Energy Retrofits in Old Buildings
June 17	Title TBA (focus on Indigenous Architecture)
July 8	Title TBA (focus on Indigenous Architecture)

OAA Conference 2021 – Virtual Conference

In support of Council's decision to move ahead with a virtual conference for 2021, At its December 1st meeting, the Comprehensive Education Committee brainstormed ideas for continuing education webinars which would be suitable for the virtual Conference. The following is a list of continuing education sessions that received most votes from the committee members:

1. Panel discussion among Indigenous Architects
2. Building Science Fight Club
3. EU architect on PH design in cold climates
4. Hostile Design
5. Panel discussion among members with disabilities
6. How to design with a remote/virtual team/client
7. Q&A Contracts and liability clauses
8. Lessons Learned from Covid-19

Furthermore, the Committee provided the following recommendations:

- To ensure technical quality and content integrity, all continuing education webinars should be pre-recorded prior the conference.
- To liven up the time in-between the online events, it is suggested to run short (2-3 min) pre-recorded “commercials” on topics like Canada’s heritage, humorous videos on architecture, etc
- To maximize the educational value, it is recommended to run snippets on OAA documents and practice resources available to members.
- To promote informal interactions, it is suggested to set up so-called “Reunion rooms” where members will be able to wander from room to room and meet other conference attendees.

These recommendations and others will be forwarded to the Communications Committee and OAA’s conference planners as organization of the conference gets underway.

Mandatory Continuing Education

At its December meeting, Council approved a recommendation of the Comprehensive Education Committee to introduce the mandatory requirement for a minimum one learning hour of accredited programming focused on Equity, Diversity, and Inclusion (EDI) for the Continuing Education Cycle 2021-2022. It has been agreed to re-evaluate this requirement at the end of the Cycle. Staff is currently working on determining the best way to implement the EDI requirement for the Continuing Education Cycle 2021-2022.

Learning Management Systems

The feasibility and benefits of implementation of a learning management system is still under a review. A report on the goals and objectives of an LMS for the OAA as well as the costs and resources required to implement and maintain an LMS be prepared before a final decision is made.

Comprehensive Education Committee – Student Seat

To create more opportunities for Student Associates to get involved with the OAA, it was recommended to add a Student Associate seat to the Comprehensive Education Committee composition. A separate memo is submitted for Council approval of a student candidate recommended to CEC.

Action: For information only. No action is required.

Attachments: No attachments.

Memorandum

FOR COUNCIL MEETING

January 21, 2021

(open)

ITEM: 7.1

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kristi Doyle, Executive Director

Date: January 12, 2021

Subject: Update Conference 2021 and Niagara Venues

Objective: To provide an update regarding arrangements with the venues that had been contracted in Niagara Falls for Conference 2021 and to provide an update on planning of our Virtual Conference events for 2021.

Recall that the following direction was given at the December Council meeting.

Action: *Council directed that the Executive Director continue negotiations with the Niagara Falls venues with a view to securing the space for a 2024 Conference and report back to the January 2021 Council meeting where a final decision can be made.*

Immediately after the December Council meeting, in concert with MCC our conference planners, further discussion took place with the Scotia Centre and the Marriot Hotel in Niagara. We were able to reach an agreement with each of the venues to contract under the same terms for 2024, May 21 to 25. In order to secure these dates in May however, the venues requested that contracts be signed by December 30. In consultation with Executive Committee and with their agreement, I have formalized and signed the agreements that would transfer our existing contracts and arrangements into 2024.

In terms of planning for our virtual conference events for 2021 we have moved into active planning mode. The schedule of events for the year as well as draft schedule for the virtual Conference Week, May 17 to 21 is attached. The

Comprehensive Education Committee has developed a list of proposed topics for the 6-9 learning sessions that would be offered during that week, and staff are also working on securing speakers for the “Building Back Better” green panel discussion as approved by Council in December. Our conference planners are sourcing options for the integrated virtual platform as well as developing the sponsorship program which will be tailored to virtual events. Additional discussion on some of the higher level format pieces and general policies around the virtual conference will be discussed at the next meeting of the Communications Committee. A full report on the virtual conference details will be provided to Council at the March meeting.

Action: This report is provided for information.

Attachments: 2021 Schedule of Virtual events and draft schedule for virtual conference week, May 17 – 21.

OAA Schedule of Virtual Events as Approved by Council, November 2020

March 2021	Virtual Tour – (Niagara Falls Society kick off the local tours - location TBD)
April 2021	Keynote Speaker focused on the Conference theme
May 17 – 21, 2021: Virtual Conference Week:	<ul style="list-style-type: none"> • Six Continuing Education Sessions • Plenary / Panel discussion – (<i>Building Back Better</i> forum panel) • Virtual Tour (Potentially Nationwide/International) • SHIFT Awards and Presentations
June 2021	Annual General Meeting
August 2021	Virtual Tour (locality to be determined)
September to December 2021	Individual SHIFT Webinars

Proposed schedule blocking for Virtual Conference Week May 17 – 21, 2020

	May 17	May 18	May 19	May 20	May 21
8:30 am–10:00 am	Continuing Education	Continuing Education	Plenary	Continuing Education	Continuing Education
10:30 am–12:00 pm	Continuing Education	Continuing Education	Continuing Education	Continuing Education	SHIFT Awards
1:00 pm-2:30 pm		Virtual Tour		Virtual Tour	

Memorandum

FOR COUNCIL MEETING

To: Council

January 21, 2021

(open)

ITEM: 7.2

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kathleen Kurtin, President

Date: January 12, 2021

Subject: Fall 2020 President's Society Tour

Objective: To provide a summary of the fall 2020 President's Society Tour

Each year the President and OAA Executive Director visit each of the OAA's 14 local architectural societies. I had the pleasure of conducting this tour, in person, in 2019 in my first year of presidency. I provided a report in January 2020. At the time, however I had reflected on the time commitment and travel required to complete the tour, noting as well that it was quite taxing.

In early 2020, the Executive Director and I agreed to consider alternative ways to engage with the societies, and/or conduct the tour. Then, COVID hit and there was no choice but to cancel the in-person visits. In early June, we held a virtual meeting with the society chairs to catch up and provide some interaction as the annual Society Chairs meeting held in concert with the OAA's conference also had to be cancelled. Based on feedback from the society chairs themselves, there was full support to proceed with a virtual meeting approach to the fall tour. This also presented the opportunity to have multiple societies join the same meeting, and thus have members engage in discussion with others outside of the geographical society boundaries – certainly a bright side of the new approach that had to be taken.

Beginning on September 30 we conducted seven separate Zoom meetings, reaching all 14 societies, and ending in early December.

While digital visits have a very different dynamic from the in-person meetings, limiting casual discussions that occur during the annual tour amongst the President, Executive Director and individual members, as well as amongst members themselves, the meetings were a success, providing more accessibility and different types of communication. The agenda for the meetings varied to some degree based on the topics of interest and/or concern to local members, however, we began each with a short video in recognition of traditional lands. The following agenda items were also included:

- Update on Council Priorities 2020 - Progress made
 - Equity, Inclusivity, and Diversity, current initiatives, hopes, and aspirations.
 - Climate Stability – Where we are and where we need to go. How do we get there?
- Change, Adaptation and Resilience -- for the Profession; for the OAA; for Local Societies
 - What's Changed;
 - What's the same;
 - Adapting to the pandemic while working towards climate stability;
 - Anticipating the future and planning for resilience

My presentation of these items was kept short in order to allow for each meeting to focus on member feedback, interaction and questions. There was considerable discussion on the effect that COVID has had on practices, on individual members as well as the resources available. We received positive feedback in regards to the practice information that has been made available and updated on the OAA's COVID webpages. During a few of the meetings, the discussion turned to the ongoing challenges of inappropriate and unreasonable contract language.

Also of note was the inclusion of Pro-Demnity CEO & President, Bruce Palmer about half way through the meeting schedule. His involvement was a result of discussions that had occurred during our bi-annual meetings between OAA Executive Committee and members of the Pro-Demnity Board. The feedback received on Pro-Demnity's involvement was positive and added a new dimension to the discussion.

The President and Executive Director's annual visit with local societies continues to serve an important function in our efforts to engage with our members, and gather feedback from the field. Having said that, I recommend that consideration be given to a combination of virtual and in-person society visits in the future. Further discussion about different approaches to Society Visit engagement could be discussed at the monthly society chair calls, with a goal of reaching consensus by the spring on a new strategy for society visits for this fall.

Action: Share this memo with Society Chairs and request that they discuss the possibility of a new strategy for Society Visits at their Society chair meetings.

Attachments: None