



O.A.P.S.O.

39th Annual General Meeting

Wednesday May 29th, 2013
Mohawk College, Hamilton, Ontario

www.oapso.ca

1) CALL TO ORDER:

At 2:06 pm with a quorum of the membership present, Vice President and Chairman Craig Calder called meeting to order and welcomed all present. Mr. Calder announced President Warwick Perrin was unable to attend due to a prior commitment and Director Bill Smith sends his regrets.

Welcome of Life Members in attendance, Peter Clarke and Past Presidents, Joe Perrone and Bryan Allick.

Thank you to John Lane for coordinating the Annual Training Session this week.

Mr. Calder introduced the present Board of Directors, John Lane, Catherine Goddard, Len Creamer, Joe Luzi, Kristen Bickers, Shelly Kunkel, Kimberly Bimm, Rudy Puyo, Yvonne van Hoek and Past President, Garry Anderson. Recording Secretary, Grace Wilson.

2) MINUTES OF THE 38th ANNUAL GENERAL MEETING HELD May 30, 2012 at Nipissing University, North Bay, Ontario

Adoption of the Minutes and Matters there from;

Moved by: Craig Calder

2nd by: David Sala (Toronto)

CARRIED

3) PRESIDENTS REPORT: (Warwick Perrin, read by Vice President, Craig Calder)

In Mr. Perrin's absence, Vice President Craig Calder read the written report welcoming all attendees to the 2013 Annual General Meeting and highlighting the key accomplishments and concerns over the past year.

4) FINANCIAL REPORT: (Mr. John Lane)

Mr. Lane distributed copies of the Financial Report for the previous year ending December 31, 2012. The balanced financial statements were reviewed and audited by Graham Matthew, Cambridge. A detailed account report was given and Mr. Lane thoroughly explained the numerous items in the report.

That the Financial Report be confirmed and adopted as presented.

Moved by: John Lane

Seconded by: Ken Andres (Port Hope)

CARRIED

5) COMMITTEE REPORTS:

(a) Annual General Meeting (John Lane)

Mr. Lane provided an oral report detailing this year's conference with 190 participants registered in the program including the Board of Directors. He reviewed the highlights of the week.

That the Annual General Meeting oral report be confirmed and adopted as presented.

Moved by: John Lane

2nd by: Dave Sala (Venerable member)

CARRIED



(b) Business Development (Bill Smith, read by John Lane)

In Mr. Smith's absent, Mr. John Lane read the written report. OAPSO did attend the OBOA conference in Sudbury in September 2012 and set up the current display. The display was replaced and presented at this year's Annual Training Session. It will be used for future presentations, trade shows and the AMO conference in 2015.

That the Business Development Report as read be confirmed and adopted as presented.

Moved by: John Lane

2nd by: Brian Green (Owen Sound)

CARRIED

(c) Certification (Shelly Kunkel)

Mrs. Kunkel provided a written report detailing certification numbers since the 2012 AGM.

During the past year a total of 35 new C.P.S.O.'s have received their certification, bringing the number of certified members up to 665. To retain the C.P.S.O. designation, the 'member' must remain a Full Member in good standing with the Association. Memberships not in good standing, may void the certification. Two (2) years of enforcement, paid fees and following the Code of Conduct will keep you in good standing. For questions, contact Shelly at skunkel@brantford.ca

That the Certification Report be confirmed and adopted as presented.

Moved by: Shelly Kunkel

2nd by: Ken Campbell (Town of Hanover)

CARRIED

(d) Communications:

Website – (Kimberly Bimm)

Mrs. Bimm provided a written report detailing the activity on the website.

The website is now two years old. New securities were added as a virus was found and cleaned up by web co-ordinator. Municipalities are urged to get more involved with OAPSO by putting free ads onto the website. There is a web forum for any questions, comments or opinions. Newsletter written by Kristen Bickers is on the website. Thank you to Kristen for her involvement and hard work. Any additions or changes to the website can be emailed to Kim directly.

That the Website Report be confirmed and adopted as presented.

Moved by: Kimberly Bimm

2nd by: Jen Toste (Kawartha Lakes)

CARRIED

Newsletter – (Kristen Bickers)

Mrs. Bickers presented a written report on the OAPSO Newsletter.

Newsletter will be done three (3) times a year (winter, spring/summer, fall). Pictures are very much welcome. A thank you goes out to Kimberly Bimm's daughter, Mandy Habermehl, for her help in producing the newsletter. Send in any current information. If your email address changes, please notify us.

That the Newsletter Report be confirmed and adopted as presented.

Moved by: Kristen Bickers

2nd by: James Lefebvre (Timmins)

CARRIED



ONTARIO ASSOCIATION OF
PROPERTY STANDARDS OFFICERS INC.
(e) Certification Training Committee (Italo Joe Luzi)



Italo Joe Luzi provided a written report indicating that 160 participants are registered for this year's annual training session.

63 students attended the Part 1 session. 30 students attended the Part 2 session. 44 students attended the Part 3 session. 23 students attended the Part 4 session. A special thank you to all who taught or assisted at the training sessions.

Dedicated training sessions over the past year were held in Markham, Thunder Bay and Oshawa.

PowerPoint presentations are now stored and available for all nine (9) modules of the training courses in the OAPSO Dropbox.

Two potential instructor candidates were auditioned and a third is forthcoming. The search for additional interested candidates continues. If you are interested, please email any board member.

Training manuals have been reviewed and updated as well as the 2013 exams.

Comments from the floor:

Are small dedicated training sessions going to continue? –YES

Toronto may be a municipality that will host a training session. Check out website for future dates and places. Minimum of twenty (20) registrants are needed to cover costs of trainers, transportation and accommodations.

That the Certification Training Committee Report be confirmed and adopted as presented.

Moved by: Italo Joe Lutzi

2nd by: Waseem Safdar (Town of Whitby)

CARRIED

(f) Legislation (Yvonne van Hoek)

Mrs. Van Hoek provided a written report on recent legislation matters. Yvonne pointed out that some municipalities are issuing Property Standards Orders under the Planning Act and that the current Bylaws reference the Building Code Act, section 15. Council should be notified as this authority came into effect in 2001.

The following Bills have been presented before the legislature since the last AGM, they include: Bill 13, Bill 18, Bill 29, and Bill 37.

That the Legislation Report be confirmed and adopted as presented.

Moved by: Yvonne van Hoek

2nd by: Gary Heads (Richmond Hill)

CARRIED

(g) Membership & Registrar (Shelly Kunkel)

Mrs. Kunkel commented some CPSO's have not yet paid their membership. An email was mailed to all members reminding them of remaining a member in good standing. Mrs. Kunkel announced that every member will have a membership card.

That the Membership & Registrar Report be confirmed and adopted as presented.

Moved by: Shelly Kunkel (Brantford)

2nd by: John Dobranski (Richmond Hill)

CARRIED



h) Professional Development Committee Report: (Catherine Goddard)

- **Regional Conferences:** The 2012 Regional Conference was held in Kitchener on October 19, 2012 at the Doonvalley Golf course. There were 64 registrants. The 2013 Regional Conference will be hosted by Brampton in the Fall, check the website for more details.
- **Annual Training Sessions:** 2013 Part IV will have a variety of new topics. The 2014 session will be held at Seneca College, King City campus.
- **Property Standards Appeals Training:** There have been numerous appeals sessions held this year across the Province. If your municipality is interested in hosting an appeals training session, contact Catherine at catherine.goddard@brampton.ca

That the Professional Development Committee Report be confirmed and adopted as presented.

Moved by: Catherine Goddard

2nd by: Brenda Doyle (The Town of The Blue Mountains)

CARRIED

i) Regional Chapter Chairs: (Rudy Puyo)

Mr. Puyo provided a written report highlighting the necessity of training and communication in all communities.

Chapter program is the grassroots of OAPSO. It directly serves the needs of the Property Standards Officer in their local communities by the interaction and exchanging of ideas and providing technical, educational and professional support.

If your community wishes to have a Chapter program or you would like to attend a meeting, contact Rudy at rudypuyo@milton.ca

That the Regional Chapter Chairs Report be confirmed and adopted as presented.

Moved by: Rudy Puyo

Seconded by: Corina Heules (Norfolk County)

CARRIED

j) Ministry Liaison: (Len Creamer)

Mr. Len Creamer provided a written report on the ongoing assistance with the Ministry for possible changes to the Building Code Act and assisting municipalities without a Property Standards Bylaw adopt one.

The Ministry is preparing to release a residential property inspection program this year to encourage municipalities to take on property standards enforcement. OAPSO could provide assistance on how to set up best practices for the officers and train their committees.

That the Ministry Liaison Report be confirmed and adopted as presented.

Moved by: Len Creamer

2nd by: Brian Green (Owen Sound)

CARRIED

k) Canadian Association Working Group: (Len Creamer)

Mr. Len Creamer provided a written report on the Canadian Association Working Group.

Three (3) Board Members of OAPSO, as well as representatives from MLEOA, Atlantic Bylaw Officers' Association, B.C. Licensing Inspectors and Bylaw Officers' Association, Alberta Municipal Enforcement Association and the Chief Municipal Law Enforcement Officer for the City of Iqaluit attended the MLEO Annual Conference in London, Ontario in September 2012.



ONTARIO ASSOCIATION OF PROPERTY STANDARDS OFFICERS INC.



The Group agreed to a number of possible 'goals and visions' and discussed current projects underway between various groups within the organization. This working group presented an excellent opportunity to address issues of officer safety at both the federal and provincial level.

I) Ad Hoc Committees

OBOA Liaison (John Lane)

John Lane is active in Niagara and Hamilton regions. Ken Andres has now stepped down from the OBOA Board but remains in frequent communication with John regarding concerns with both OBOA and OAPSO. The OAPSO Board has in the past used the OBOA Board Head Office in Woodbridge, Ontario for meetings. OBOA allows us to use their office for our Board Meetings which we appreciate.

6. NEW AND UNFINISHED BUSINESS:

Elliott Lake Inquiry: (Rudy Puyo)

Mr. Rudy Puyo provided a written report on the Elliott Lake Inquiry.

The OAPSO Board of Directors found it necessary to be involved with the Inquiry. An application for Standing in the Commission of Inquiry was submitted and accepted. President, Warwick Perrin took the stand and addressed the Inquiry regarding best practices for Property Standards and represented the membership well.

That the Elliott Lake Inquiry Report be confirmed and adopted as presented.

Moved by: Rudy Puyo

2nd by: Sylvie Leonard (Timmins)

CARRIED

All Ad Hoc Reports: Moved by: John Lane, Hamilton

All Reports: Moved by: Ken Campbell, (Town of Hanover)

a) *Comments on 2013 AGM attendance:*

Not well attended and a lot of confusion at time of voting. Out of 160 registrants, only 23 attended.

Announcing the AGM should be done by instructors at the end of each day. Having an important guest speaker may encourage others to attend.

Part 1 attendees don't get a vote as many are not members but signing in of members at the door or using coloured cards for members will eliminate confusion of who votes and who does not.

By using the data base, Shelly Kunkel is to come up with a solution for the next AGM.

b) *Suggestions on changes for next year:*

Two (2) fees for next year, members and non-members.

Information on Association given out to all new students.

Guest speaker at AGM.

Move AGM to Monday or Tuesday.

7. ELECTION OF OFFICERS:

Mr. Garry Anderson welcomed Past Directors Brian Green, Owen Sound; Doug Clark, Grimsby; Bill Burke, Kawartha Lakes.



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Past President Garry Anderson announced that Pursuant to Article 7.01 of By-Law One, there are four (4) positions to be elected for a three (3) year term of office as a Director.

Terms that have expired are:

John Lane, Director Shelly Kunkel, Director
Len Creamer, Director Kimberly Bimm, Director

Term of office for Directors elected in 2013 will expire at the conclusion of the first Meeting of the Board of Directors after the Annual General Meeting in the year 2016.

Members must be in good standing and fees paid.

Nominations included the following:

1. Shelly Kunkel, Brantford
2. John Lane, Hamilton
3. Kimberly Bimm, Kitchener
4. Noreen Knight, Caledon (removed as not present)
5. Len Creamer, Clarington
6. Jeff Peppin, Calendar
7. James Lefebvre, Timmins
8. John Dobranski, Richmond Hill

NOTE: no spoiled ballots.

The successful candidates for the 2013 to 2016 term of office:

Shelly Kunkel **Kimberly Bimm**
John Lane **Len Creamer**

8. MOTIONS / RESOLUTIONS: none

9. FROM THE FLOOR

Bill Burke, Venerable Member advised the Board that membership names should be checked at the door as done in 2006. Ballots could be obtained prior to entry to the AGM or use coloured cards for members and non-members. Board is to look at a solution.

Shelly Kunkel advised that she will look at ways and means to change voting procedures.

10. CLOSING COMMENTS

Vice President Calder thanked all membership for coming and their patience. He also thanked Director Lane for organizing the week.

11. ADJOURNMENT: 4:51pm

There being no further Association Business it was

Moved by: Craig Calder
Seconded by: Derk Petch (Ottawa)

That the 39th Annual General Meeting of the membership of the Ontario Association of Property Standards Officers be adjourned.

CARRIED