

*A By-Law to regulate and administer the affairs of  
the **ONTARIO ASSOCIATION OF PROPERTY STANDARDS OFFICERS**  
pursuant to **Article No. 5.03** of the Constitution enacted **June 25, 1992**,  
as amended from time to time.*

## **ARTICLE NO. 1.00 DEFINITIONS**

- 1.01 PROPERTY STANDARDS OFFICER (PSO):** Shall mean an individual who is employed by any level of government either through direct employment or through a contract for service and who is responsible for the enforcement of legislation governing the maintenance, occupancy, repair, and improvement of property or the environment, and shall include a person who is directly responsible for the supervision of those individuals.
- 1.02 ASSOCIATION:** Shall mean the ONTARIO ASSOCIATION OF PROPERTY STANDARDS OFFICERS, INC.
- 1.03 ACT:** Shall mean the *ONTARIO ASSOCIATION OF PROPERTY STANDARDS OFFICERS ACT, 1992*.
- 1.04 BOARD:** Shall mean the standing BOARD OF DIRECTORS as elected at a general meeting of the membership of the ASSOCIATION.
- 1.05 DIRECTORS:** Shall mean the duly elected or appointed members of the BOARD.
- 1.06 MEMBER:** Shall mean any individual who applies in accordance with the by-laws of the ASSOCIATION and who is not less than eighteen (18) years of age.
- 1.07 MEMBER IN GOOD STANDING:** Is a member according to section 1.06 who has been accepted and paid the appropriate fee.

## **ARTICLE NO. 2.00 MEMBERSHIP**

- 2.01** Membership categories in the *Association* shall consist of the following: Full, Associate, Honorary, Life, and Venerable.
- (a) **Full Membership** in the *Association* shall be available to individuals who are employed by any level of Government, either through direct employment or through a contract for service, either as:
- 1. A Corporate Member:** Corporate membership in the Association shall be available to any corporate entity and shall provide membership to all employees as identified by the Corporation and who fall within the definition of a Property Standards Officer as defined in Article 1.00 of this By-law; or

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2. **An Individual Member:** Individual membership shall be available to any person who qualifies as a Property Standards Officer as defined in Article 1.00 of this By-law and is not included in a corporate membership, and who carry out the duties of a Property Standards Officer on an ongoing or routine basis. Full members are eligible to vote in the affairs of the Association and may serve as a Director of the Association.

- (b) **Associate Membership** in the *Association* shall be available to individuals, who do not qualify for *Full Membership* but are concerned, or involved in legislation governing the maintenance, occupancy, repair and improvement of private property and have paid the appropriate fee.

Associate Members shall have all the rights and privileges of Full Members except that they shall not have a vote in the affairs of the Association or be eligible to serve as a *Director* of the *Association*.

- (c) **Honourary Membership** may be granted, by a resolution of the *Board*, ratified by two-thirds (2/3) vote of the Membership present and voting at an Annual General Meeting, to an individual, in appreciation, for memorable and commendable service to the *Association*.

Honorary members shall not pay any fees or have a vote in the affairs of the Association or be eligible to serve as a *Director* in the *Association*.

Those individuals who have been granted Honourary Membership are listed in Schedule "FF" in this By-law

- (d) **Life Membership** may be granted, by a resolution of the *Board* ratified by two-thirds (2/3) vote of the Membership present and voting at an Annual General Meeting, to a *Member* who has rendered outstanding and devoted service to the *Association*.

Life Members shall have all the rights and privileges of *Full Membership* without the payment of any fees.

Those individuals who have been granted Life Membership are listed in Schedule "FF" in this By-law

- (e) **Venerable Membership** in the *Association* shall be available to *Full Members* who have retired from employment as *Property Standards Officers* provided the *member* has made written application and has paid a nominal fee.

Venerable Members shall have all the rights and privileges of a *Full Member* and shall be permitted use of their achieved designation.

- 2.02** All *Members* shall comply with the terms and conditions of the *Act*, the Constitution, this By-law and all other Resolutions and By-laws of the *Association*.
- 2.03** *Members* in good standing shall be entitled to:
- (a) receive and retain a certificate of designation, provided that all the educational and experience requirements, established by the *Board*, have been satisfied;
  - (b) receive and retain a certificate of membership in a form prescribed by the *Board*;
  - (c) receive all publications distributed to the membership by the *Association*; and
  - (d) participate in the affairs of the *Association*; excepting that *Honourary* members, and *Associate* members shall not have a vote in the affairs of the Association nor be eligible to serve as a *Director* of the *Association*.
- 2.04** It is the sole responsibility of each member to ensure that their Annual Fees have been paid and that their name has been entered into the membership registry. In the event that the members name failed to be entered onto the application form, the member must have his/her supervisor submit a letter to the Registrar requesting the members name to be added.
- Failing the above remedy, the member must make application as an individual member and pay the appropriate fee.
- 2.05** If at the end of 90 days following the issuance of an invoice for payment of membership fees, a member has not submitted or caused to be submitted the required fees, and has been notified that the non-payment of such fees may result in the revocation of membership and certification, the member will be deemed to be "*not in good standing*" by the Board of Directors.
- 2.06** A registered letter will be forwarded to the individual by the Certification Committee Chair stating that the individual's Certification is no longer valid and their Certificate must be surrendered. Service will be deemed to have been effected five days after the notice is sent by registered mail.
- 2.07** The member in question shall have the right to appeal the decision of the Certification Committee to the Board of Directors. Such appeal must be filed by registered mail within 60 days of receipt of the notice of cancellation of the member's certification.
- 2.08** The member's appeal must be dealt with at the next regular meeting of the Board

**2.09** of Directors. The member may file documents or appear in person to address the appeal.

**2.10** The decision of the Board shall be final.

### **Article No. 3.00 DESIGNATIONS**

**3.01** A Full Member, as defined in Article No. 2.01(a), who has:

- (a) achieved two (2) consecutive years as a *Property Standards Officer*;
- (b) successfully completed the educational requirements and other criteria as established by the *Board*; and
- (c) made application and paid the necessary fee;

shall, upon recommendation of the Certification Committee and approval of the *Board*, receive a certificate signifying the right to use the initials 'C.P.S.O' Certified Property Standards Officer. The *member* must remain a Full Member in good standing with the *Association* and satisfy the requirements and obligations thereof in order to retain the 'C.P.S.O' designation.

**3.02** An Associate Member, as defined in Article No. 2.01 (b) who has successfully completed the educational requirements and other criteria as established by the Board and has paid the required fee, but has NOT attained the required two (2) consecutive years of service as a *Property Standards Officer*, shall upon recommendation of the Certification Committee and approval of the *Board*, receive a certificate signifying the right to use the initials 'C.P.S.O.(A)' Certified Property Standards Officer (Associate). The *member* must remain a member in good standing with the *Association* and satisfy the requirements and obligations thereof in order to retain the 'C.P.S.O. (A)' designation.

**3.03** Upon attaining the required two (2) consecutive years of service as a *Property Standards Officer*, an *Associate Member* who has earned the 'C.P.S.O.(A)' designation may apply for full membership and may apply for re-designation as a 'C.P.S.O.' Such applications will be processed and qualification determined in the same manner as any other application for designation.

### **ARTICLE NO. 4.00 PROFESSIONAL BEHAVIOUR**

**4.01** Questions or concerns regarding the professional conduct of members shall be addressed in a manner as set out in Schedule "DD".

### **ARTICLE NO. 5.00 APPEAL**

**5.01** A person who has been refused membership in the *Association* or who has been

subject to a disciplinary sanction under the by-laws of the *Association* may appeal to the Superior Court of Justice, in accordance with the rules of the court, from the refusal to grant membership or from the sanction. An appeal under this article may be made on questions of law or fact, or both.

- 5.02** Upon the request of a party desiring to appeal to the Superior Court of Justice, and upon payment of a fee, the Registrar shall provide the appellant or representative of the appellant with a certified copy of the record of the proceeding that resulted in the refusal to grant membership or the imposition of a sanction, including certified copies of the documents received in evidence at the proceeding.
- 5.03** A copy of the register, certified by the Registrar as a true copy, shall be received in evidence in any proceeding as proof, in the absence of evidence to the contrary, of a person's membership and class of membership in the *Association*. A certificate purporting to be signed by the Registrar is proof, in the absence of evidence to the contrary, that such person is the Registrar without proof of the signature or of that person being in fact the Registrar. The absence of the name of any person from a copy of the register, certified by the Registrar as a true copy, is proof, in the absence of evidence to the contrary, that the person is not registered as a *Member* of the *Association*.
- 5.04** When an appeal to the Superior Court of Justice is undertaken, the Court may:
- (a) affirm or rescind the decision being appealed;
  - (b) substitute its opinion for that of the *Board*;
  - (c) refer the matter back to the *Board* for rehearing in whole or in part; or
  - (d) direct the *Board* to take such action as the court considers appropriate.

## **ARTICLE NO. 6.00 MEETINGS OF THE MEMBERSHIP**

- 6.01** The **Annual General Meeting** of the membership shall be held at any place within the Province of Ontario, on such a day, in each year, and, at such a time as the *Board* may determine. An annual report shall be presented, describing the affairs of the *Association*, including;
- (a) An auditor's report detailing the financial assets and liabilities of the *Association*,
  - (b) Reports, summarizing the work of each committee, and
  - (c) Any other matters relating to the affairs of the *Association* as may be determined by the *Board*.

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- 6.02** Notice stating the date, hour, place of meeting, and the general nature of the business to be transacted shall be given to the membership and to the auditor of the *Association* at least thirty (30) days prior to the date of such meeting. However, a membership meeting may be held for any purpose at any date, time and at any place within the Province of Ontario, without notice, if all the *Members* are present in person at the meeting or if all the absent *Members*, have signified their absence, in writing, to said meeting being held and such absence may validly be given either before or after the meeting.
- 6.03** Questions arising at any meeting of the Membership shall be decided by a majority of the voting members in attendance, given on a show of hands, unless a ballot is demanded by any *Member*. The Chair shall not vote except in the case of an equality of votes. A declaration by the Chair that a resolution has been carried and entry to that effect in the minutes shall be admissible in the evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor or against such resolution. No Municipality or Corporation may represent more votes than the number prescribed in Schedule "EE" of this By-law.
- 6.04** For all purposes, the presence of twenty (20) voting *Members* shall be necessary to constitute a quorum and no business shall be transacted at any meeting of the membership unless the requisite quorum shall be present at the commencement of said meeting.
- 6.05** When a *Member*, at any meeting, is about to speak on any subject under discussion he/she shall respectfully address the Presiding Officer, shall confine themselves strictly to the matter being discussed and shall at all times refrain from involving personalities.
- 6.06** The Chair may, from time to time and with the consent of the majority of *Members* present at any meeting, adjourn the same to a fixed time and place. No notice of the time and place for the holding of the adjourned meeting need be given to the membership.

All business which might have been brought before or dealt with at the original meeting may be brought before and dealt with at the adjourned meeting in accordance with the notice of meeting.

- 6.07** Special general meetings of the membership may be convened, at any time, date, and at any place within the Province of Ontario, by order of the President, Vice-President or by the Board of Directors.

*Members* of the *Association* representing not less than one-tenth (1/10) of the total membership may request the *Directors* to call a general meeting of the membership for any purpose connected with the affairs of the *Association*.

## **ARTICLE NO. 7.00 BOARD OF DIRECTORS**

- 7.01** The affairs of the *Association* shall be managed by twelve (12) *Directors* plus the immediate Past President and may include one Life Member as appointed by the Board.
- 7.02** *Members* as duly nominated shall be elected to the position of *Director* by a ballot. Each *Director* shall hold office for a term of three (3) years or until his or her qualified successor shall have been duly elected. One Third (1/3) of the *Board* shall be retired at each Annual Meeting, but shall be eligible for re-election, if qualified. The remaining Two Third (2/3) shall be retired at the following two subsequent Annual Meetings, but shall be eligible for re-election, if qualified.
- 7.03** The *Members* of the *Association* may, by a resolution passed by at least two-thirds (2/3) of the votes cast at a general meeting of which notice specifying the intention to pass a resolution has been given, remove any *Director* before the expiration of his or her term of office, and may by a majority of votes cast at that meeting, elect any *Member* in his or her stead for the remainder of that particular term.
- 7.04** The Officers of the *Association* shall be the President, Vice-President, Immediate Past President, Secretary (here and after known as the) General Secretary and such other persons as the Board of Directors may determine from time to time. Officers, except the General Secretary, shall be elected by the *Board* from among their number at the first Board Meeting after the annual election of the *Directors* provided that in default of such election the then incumbents, being members of the *Board*, shall hold office until their successors are elected. The General Secretary shall be appointed by the Board as per section 11.02.
- 7.05** The decision to include a Life Member on the Board of Directors shall be made by the Board at its first meeting following the Annual General Meeting. The Life Member shall hold a seat on the Board for a period of one year or at the pleasure of the Board.
- 7.06** The **President**, as chief executive officer, shall be the presiding officer at all meetings of the *Association* including the Board of Directors. The President shall be a member, with full voting privileges, on all committees of the *Association* and shall be recognized in determining a quorum. The President shall generally supervise and co-ordinate the affairs and operations of the *Association* in accordance with established policies and shall appoint, from the *Board*, chairpersons for all the standing and ad hoc committees of the *Association*.
- 7.07** The **Immediate Past President** of the *Association* shall contribute, as required, his or her knowledge and experience for the benefit of the *Association* and shall be afforded all the authority and privileges of an elected *Director*.

- 7.08** The **Vice-President** shall assist the President with the management and supervision of the *Association* and, during the absence or inability of the President, assume the duties and exercise the authority of the President. The Vice-President shall be responsible for the supervision and functioning of all committees and shall ensure the presentation of all committee reports at the Annual Meeting.
- 7.09** The **General Secretary** of the *Association* shall generally supervise and co-ordinate all the administrative and financial matters of the *Association* and shall ensure that all the provisions of the *Act*, Constitution, By-Laws, policies and procedures of the *Association* are maintained and enforced.
- 7.10** The duties of all other officers in the *Association* shall be such as the term of their engagement calls for or as the Board of Directors require of them.
- 7.11** No person may hold more than one office except that the Immediate Past President may hold an elected office.
- 7.12** Where a member of the Board has lost their status as a Full, Life or Venerable member due to termination, retirement or permanent reassignment to duties other than those of a Property Standards Officer, their position as a member of the Board of Directors and their seat on the Board shall be declared vacant at the next meeting of the Board of Directors.
- 7.13** Notwithstanding section 7.12 above,
- (1) Where a Board member has been temporarily re-assigned or seconded to another job, with the intention of returning to their duties as a Property Standards Officer at the end of the secondment, the member shall retain their status as a full member and may retain their seat on the Board;
  - (2) A retiring Full Member may, upon retirement convert their membership to that of a Venerable Member and thus retain their position on the Board; and
  - (3) Where a Board member has permanently lost their status as a Full Member but is able to gain it back through any means, including the movement to another Municipality prior to the next regularly scheduled Board Meeting, the member's position on the Board shall not be affected.
- 7.14** Vacancies on the *Board*, however caused, may, so long as a quorum of *Directors* remain in office, be filled by the *Directors* from among the qualified *Members* of the *Association*, by a two-thirds (2/3) vote of the existing *Board*. Otherwise, such vacancy shall be filled at the next Annual Meeting of the membership at which the *Directors* for the ensuing year are elected. However, if there is not a quorum of *Directors*, the remaining *Directors* shall forthwith call a meeting of the



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*Members* to fill the vacancy. Should an approved increase in the number of *Directors* occur between Annual Meetings then a vacancy shall thereby be deemed to have occurred and may be filled in the manner previously indicated.

- 7.15** The Board of Directors shall not incur any debt for which *Association* funds are not on hand and available.
- 7.16** Within thirty (30) days of retirement from the *Board*, a *Member* shall relinquish, to the General Secretary of the standing *Board* all property, documents, and other materials that pertain to the continuing operation of the *Association*.

**ARTICLE NO. 8.00 BOARD OF DIRECTORS MEETINGS**

- 8.01** A majority of the *Directors* shall form a quorum for the transaction of business. Except as otherwise required by law, the *Board* may hold its meeting at such place or places it may from time to time determine. A formal notice of any such meeting shall not be necessary if all *Directors* are present, or if those absent have signified their consent to the meeting being held in their absence. Meetings of the *Directors* may be formally called by the President, the Vice-President, or by the General Secretary on the direction of the President or Vice-President; or by the General Secretary on the written direction of two (2) *Directors*.
- 8.02** Notice of such meeting shall be delivered by mail, telephone, or other electronic media, to each *Director* not less than two days prior to the meeting. The statutory declaration of the General Secretary or President that notice has been given, pursuant to this By-Law, shall be sufficient and conclusive evidence of giving such notice. The *Board* may appoint a day or days, in any month or months for regular meetings, at an hour to be determined, without formal notice. A meeting of the *Directors*, may also be held without formal notice, immediately following the Annual Meeting of the *Association*. The *Directors* may transact or consider any *Association* business either special or general at any meeting of the *Board*.
- 8.03** All *Board* meetings shall commence on the day called and depending on the length of the agenda the President or Presiding Officer will determine whether or not a second day is required and shall also determine the starting time of each meeting.
- 8.04** No meeting of the *Board* will continue pass the hour of six o'clock (6:00) p.m. unless approved by a two-thirds (2/3) majority vote of the *Directors* in attendance. All *Directors* shall remain in attendance until adjournment or until excused by the Presiding Officer.
- 8.05** The President or Presiding Officer shall preserve order and decorum at all *Board* meetings and may speak to points of order in preference to other *Board* members and shall decide on all questions of order.

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- 8.06** Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. In the case of an equality of votes, the vote shall be deemed in the negative. All votes at any such meeting shall be taken by ballot if so demanded by any *Director* present, however, if no such demand is made, the vote shall be taken in the usual way by assent or dissent.
- 8.07** A declaration by the Chair that a resolution has been carried and entry to that effect in the minutes shall be admissible in the evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour or against such resolution.
- 8.08** The following shall be the general order of business at all full Board of Directors meetings;
- Call to Order,
  - Guest Speakers/Delegations,
  - Adoption of Minutes,
  - Correspondence,
  - Committee Reports,
  - New or Other Business,
  - Motion/Resolutions,
  - Date of Next Meeting, and
  - Adjournment.
- 8.09** When a *Director* at any *Board* meeting is about to speak on any subject under discussion he/she shall respectfully address the Presiding Officer, shall confine themselves strictly to the matter being discussed and shall at all times refrain from involving personalities.
- 8.10** Should it be necessary to cancel a scheduled meeting of the *Board* all *Directors* will be polled by telephone at least seven (7) days in advance of said meeting to determine whether or not such a cancellation should take place and the minutes of the previous meeting shall be amended accordingly.
- 8.11** No error or omission in giving such notice for a meeting of the *Board* shall invalidate or make void any proceedings taken or had at such meeting and any *Director* may, at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had there at.
- 8.12** The President may, at his or her discretion, convene a meeting of the Executive Committee consisting of the President, Vice-President, Immediate Past President, General Secretary and other Officers or Directors as the President may determine.
- 8.13** Should any member of the *Board* fail to notify the President or the General Secretary, in writing, with a valid reason as to his or her absence from two (2)

consecutive meetings of the *Board*, that member shall be deemed to have resigned, thereby creating a vacancy on the Board of Directors.

## **ARTICLE NO. 9.00 STANDING COMMITTEES**

**9.01** The following shall be constituted to assist the *Board* in carrying on the affairs of the *Association*;

Annual Meeting Committee,  
Budget Committee,  
Business and Promotion Committee,  
Certification Committee,  
Communications Committee,  
Certification Training Committee,  
Professional Development Committee,  
Legislation Committee,  
Membership Committee,  
By-Laws and Resolutions  
Regional Chapters Committee, and  
Regional Conference Committee.

The terms of reference, established by the *Board*, for each committee is represented on **SCHEDULE “CC”** attached to this By-Law. All committees shall be responsible to the *Board*.

**9.02** A majority of *Members* for any particular committee shall constitute a quorum for the purpose of meeting and the transaction of business concerning that particular committee. Questions arising at any meeting of any committee shall be decided by a majority of votes of the *Members* present with the Chair not voting. In the case of an equality of votes the Chair shall then vote. All committee decisions must be ratified by the Board of Directors.

**9.03** All committee chairpersons shall submit to the Budget Committee, within forty-five (45) days of the Annual Meeting, an estimate of the proposed financial revenues and expenditures for their individual committees.

## **ARTICLE NO. 10.00 FINANCIAL MATTERS**

**10.01** When *Directors* or other persons appointed by the *Board* are required to attend meetings, conferences, seminars, conventions, etc., on behalf of the *Association*, incurred expenses shall be paid by the *Association*, pursuant to **SCHEDULE “AA”** attached to this By-Law, provided the appropriate expense forms, complete with the required receipts, are submitted to the Budget Committee for audit.

(1) Should a *Director* or other *Association* representative seek reimbursement for accommodation, other than what has been provided for by the

*Association*, that person must submit a proper receipt for such accommodation, it being noted that the amount received shall not exceed the amount provided for other *Directors* or *Members*.

- 10.02** Fees paid by the *Association* for the preparation and typing of agendas, minutes of meetings, correspondence, and other documents, required by the General Secretary, for the *Board* in the continuing operation of the *Association* shall be as specified in **SCHEDULE “AA”** attached to this By-Law.
- 10.03** The fiscal year of the *Association* shall begin on the 1st day of January in each year, and shall terminate on the 31st day of December in that same year.
- 10.04** No account shall be paid without first obtaining a proper invoice, receipt, voucher, letter of explanation or a motion, carried by the majority of the *Board*, to pay such account.
- 10.05** Annual fees paid to the *Association* by all categories of Membership shall be as specified in **SCHEDULE “AA”** of this By-Law and shall be forwarded to the General Secretary of the *Association*.
- (1) Upon receiving the required membership fees, the General Secretary **shall issue a proper receipt** for such fee and shall immediately inform the chair of the membership committee and the Registrar as to the name or names of those paid *members*.
- 10.06** The *Association* shall not incur any debt for which funds are not on hand and available.

#### **ARTICLE NO. 11.00 APPOINTMENTS**

- 11.01** As per the Act, the Board of Directors shall appoint a **Registrar**, who need not be a *Director*, who shall perform the duties assigned under the *Act*, the Constitution, and this By-Law including maintaining a register of the names of all *Members* in good standing in the *Association*, indicating their various categories of membership and designation. The Registrar shall also hold a seat on the Certification Committee.
- (a) Only those individuals whose names appear on the register are *Members* entitled to the privileges of membership in the *Association*.
- (b) The register shall be opened to public examination, at a location chosen by the Registrar, during normal business hours.
- 11.02** As per the Act, the *Board* shall appoint a **General Secretary** who need not be a *Director*, who shall perform the duties assigned under the Constitution and this By-Law and as prescribed below;

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- (a) **General Secretary** shall supervise and manage the financial affairs of the *Association* including receiving and disbursing of funds and fees, maintaining the financial books and records, and the operation of the *Association's* bank accounts in a chartered financial institution in the Province of Ontario. The General Secretary shall not issue cheques or pay any account without first obtaining a proper invoice, receipt, voucher, letter of explanation or a motion, carried by the majority of the *Board*, to pay such account. The General Secretary shall also oversee the duties of the Administrative Secretary and hold a seat on the Budget Committee.

**11.03** The *Board* shall appoint an individual, who need not be a *Director*, to the following position to assist with the general operations of the *Association*;

- (a) **Administrative Secretary** shall prepare agendas, keep minutes and records of all meetings and distribute the same to all members of the *Board* and all other persons the *Directors* deem necessary. The secretary shall also conduct correspondence as required.

**ARTICLE NO.12.00 GENERAL CONDITIONS**

**12.01** No error or omission in giving notice for any annual, special general, regional or any other meeting of the *Association* shall invalidate or make void any proceedings taken there at such meeting and any *Member* may, at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken there at.

**12.02** In all matters of procedure arising at any meeting not provided for by law, or by this By-Law, the question shall be decided by the Presiding Officer, and in making such ruling the decision shall be based upon the Rules, Forms, and Forms of Procedure of the Legislative Assembly of Ontario.

**12.03** No property or material belonging to the *Association* shall be used by any *Member, Director*, or other person for their personal or private use unless approved by a two-thirds (2/3) majority vote of the *Board*.

**12.04** This By-Law, as amended, relating to the management and organization of the Ontario Association of Property Standards Officers Inc., adopted by the Board of Directors and subsequently ratified by the membership of the *Association* on May 19, 2021.

**12.05** This by-law shall come into full force and effect upon the date of its passage by the membership at the Annual General Meeting.

**12.06** By-law 1-2012 of the Ontario Association of Property Standards Officers, all its amendments and Schedules are hereby repealed in their entirety.

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**12.07** Amendments to this By-Law shall be considered at the Annual Meeting of the *Association* or at any special general meeting of the membership called for the purpose of considering such amendments. Notice of any proposed amendments shall be sent to the *Members* thirty (30) days prior to the meeting date. Posting of proposed amendments on the Association's website shall be deemed sufficient notice if posted at least thirty (30) days prior to the meeting.

- (1) In circumstances where a 30 day notice is impractical a two-thirds (2/3) vote of the *Members* in attendance at a duly constituted meeting of the membership will be necessary to present such amendments to the membership.
- (2) All amendments shall require approval by a two-thirds (2/3) vote of the *Members* in attendance at a duly constituted meeting of the membership.

**SCHEDULE "AA"**

**RATES, FEES AND EXPENDITURES**

**1. PURSUANT TO ARTICLE 11.01: TRAVEL EXPENSES**

When *DIRECTORS* or other persons appointed by the *BOARD* are required to attend meetings, conferences, seminars, conventions, etc., on behalf of the *ASSOCIATION*, the following expenses shall be paid by the *ASSOCIATION*, provided the appropriate expense forms, complete with the required receipts, are submitted to the BUDGET Committee for audit.

- (a) A daily rate of sixty dollars (\$60.00) which shall include all meals but does not include Accommodation;
- (b) Full cost of accommodations (receipts required);
- (c) Transportation:
  - (i) First class rail or bus, or economy air fare (receipts required);
  - (ii) The private automobile expense rate will be calculated @ \$0.60 per kilometre.

*(This rate shall be reviewed each year at the first Board Meeting following the Annual General Meeting to reflect the Canadian Automobile Association driving costs for 24,000 kilometres, as published annually.)*

*(When more than one person travels by the same automobile; only one set of automobile expenses shall be paid).*

- (d) Legitimate 'out-of-pocket' expenses provided that receipts and/or a letters of explanation are submitted;

- (e) Individual meals:

Breakfast      \$ 12.00 max.

Lunch            \$ 18.00 max.

Dinner           \$ 30.00 max.

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- (f) For regular BOARD meetings, generally the full cost of one night of accommodation will be paid by the ASSOCIATION, however, should a DIRECTOR reside a distance of 300 kilometers or further from the location of a meeting, that DIRECTOR may claim an additional night of accommodation for the night immediately prior to the meeting.

**2. PURSUANT TO ARTICLE 10.02: OPERATIONAL EXPENSES**

- (a) In consideration of services for the preparation, typing and distribution of agendas, minutes of meetings, correspondence, and other documents, required by the *BOARD* in the continuing operation of the *ASSOCIATION*, the Administrative Secretary shall receive an annual Honorarium of \$1000.00.
- (b) Discretionary extraordinary expenditures not exceeding \$360.00 incurred by Directors or other persons appointed by the Board in relation to their Association duties and commitments will be compensated without having to receive prior approval from the Board.
- (c) All expenditures in excess of \$360.00 must be approved by the Board of Directors.
- (d) Any expenses of an “emergency nature” must be authorized in writing by the President or his designate.
- (e) The Chairman of the Business and promotion Committee be permitted to make purchases in excess of \$360.00 with the agreement of the General Secretary, without Board approval.
- (f) The Treasurer/General Secretary may pay vendor/invoices via e-transfer, with the prior written approval of either the President or the Immediate Past President.
- (g) The Treasurer/General Secretary may pay vendor/invoices via secured credit card with a limit not to exceed \$10,000.00, subject to approval of either the President or the Immediate Past President.
- (h) Administrative fees: \$23.00

**3. PURSUANT TO ARTICLE 10.05: ANNUAL FEES**

Payment of membership fees shall be calculated on the basis of an individual or corporate rate.

- (a) The annual fees paid by the individual membership shall be \$84.00 per *MEMBER*; and is available to any eligible person who meets the criteria of one of the categories as listed Pursuant to Article No. 2.00



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- (b) The annual fees paid for Municipal Corporate membership shall be based upon the total population of the Corporate Municipality as specified in the following:

<b>POPULATION</b>	<b>ANNUAL FEE</b>
Less than 15,000	\$88.00
15,001 to 50,000	\$160.00
Over 50,000	\$160.00 plus \$88.00 for every additional 50,000 in population, or portion thereof, in excess of the first 50,000

- (c) Membership fees paid by Non-Municipal Corporations shall be determined by the *BOARD of DIRECTORS*, at such time as that particular corporate body may apply for membership.

Membership for Non-Municipal Corporations shall be available to eligible members of bona-fide active corporations carrying on business under the Canada Business Corporations Act or the Business Corporations Act (Ontario); and eligible members of Unincorporated Associations as approved by the Board.

Municipal and non-Municipal corporations or unincorporated associations which have paid a fee as set out above shall designate, in writing, the names of the persons who will represent the corporation or association, at all meetings of the membership. Only those designated persons are eligible to participate in the business affairs of the Association.

- (d) The annual fees paid by an Associate Member shall be \$36.00 per MEMBER or pursuant to subsection (b), whichever is less.
- (e) The annual dues paid by a Venerable Member shall be \$36.00 per MEMBER;
- (f) An administration fee of \$40.00 will be added for payments made online.
- (g) Notwithstanding the foregoing, all those persons who are eligible for membership under the Individual or Corporate rate category shall be classified as a member Pursuant to Articles 2.01(a) to (e) provided that, that person has complied with the established criteria for that particular category.

- (i) Invoices for the payment of annual membership fees shall be issued to the

membership no later than December 15 of the previous year to which the fees are applicable.

- (i) Membership fees shall be remitted within 60 days of the invoice date of January 1, of each year.
- (j) At the end of sixty days a letter will be forwarded to all members who have not remitted the required membership fee, informing them that they are in arrears and therefore their membership and certification may be in jeopardy. Those members may be granted an additional thirty days to make good their standing within the Association.
- (k) If at the end of 90 days following the issuance of an invoice for payment of membership fees, a member has not submitted or caused to be submitted the required fees, and has been notified that the non-payment of such fees may result in the revocation of membership and certification, the member will be deemed to be "*not in good standing*" by the Board of Directors.
- (l) The names of any members who are deemed to be not in good standing will be forwarded to the Certification Committee Chair for possible revocation of their certification.

#### **4. PURSUANT TO ARTICLE 3.00 DESIGNATIONS**

- (a) The fee for certification shall be \$146.00 per application.
- (b) An administration fee of \$40.00 will be added for payments made online.

#### **5. CERTIFICATION CHALLENGE EXAMS**

- (a) Pursuant to Section 3.00, the fee for the Challenge Exam shall be fixed at \$1275.00.
- (b) An administration fee of \$40.00 will be added for payments made online.

#### **6. COURSE REGISTRATION FEES**

- (a) Registration cost for full week of Certification course is \$1,550.00 (for non-members \$1752.00). Day rate for Certification course is \$1060.00 (non-members \$1240.00).
- (b) Registration cost for full week of Professional Development course is \$1266.00 (non-members \$1415.00). Day rate for Professional

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Development course is \$909.00 (non-members \$1083.00). Single day registration for Professional Development course is \$273.00 (non-members \$411.00).

- (c) Annual Training Course Registrations must be in the hands of the Education Chairperson ten (10) business days prior to the commencement of the course and the registrations shall be accompanied by the appropriate fee. Failure to have the registration and or appropriate fee in within the above time frame shall result in a ten (10) percent late fee.
- (d) Regional Conference full day registration is \$142.00 (non-members \$174.00). Registration cost for half day conference is \$77.00 (non-members \$106.00).
- (e) Cost of registration for on-site Certification course is \$572.00 per person (non-members \$578.00).
- (f) All requests for refunds must be received in writing at least fourteen days prior to the event.
- (g) Each request will be assessed a 20% administration charge.
- (h) An administration fee of \$40.00 will be added for payments made online.
- (i) Extreme cases such as death or illness may be referred to the Board of Directors. The Board, by motion, may amend or forego the administration charge.
- (j) The fee for delivery of the Property Standards Appeal Committee Training Course is set at a minimum of \$583.00 or \$63.00 per attendee, whichever is greater, plus any incurred and incidental travel, accommodation costs as set out in Schedule AA section 1. It shall be the responsibility of the host municipality to collect and pay the required fee.
- (k) Additional Costs related to PSAC Training:

Non-Members ATS	\$132.00
Non-Members Regional	\$28.00
Non-Members Dedicated	\$67.00
Non-Members Part IV Single	\$67.00

**7. FEES FOR DOCUMENTS**

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- (a) Pursuant to Article 5.00 APPEAL, the fee for a copy of the record of the proceedings and any other document(s) including a copy of the Register shall be set at a minimum of \$34.00 and, in accordance to the Freedom of Information and Privacy Act, additional charges may be fixed per document (certified or otherwise).
- (b) Cost of certificate and frame will be \$104.00.
- (c) An administration fee of \$40.00 will be added for payments made online.

**8. LIFE MEMBERSHIP – EXPENDITURES**

If and when a Life Membership is granted pursuant to Article 2.00, the Board shall cover the costs of the dinner and the night’s accommodations, if required, for both the recipient(s) and his/her guest. The costs of the Life Membership gifts for each recipient shall not exceed \$185.00.

**9. ADVERTISING FEES**

- 1. The cost for an individual, company or municipal corporation to place an advertisement on the Association website shall be \$96.00 for a one page advertisement to run for no more than 4 weeks.
- 2. The cost for an individual, company or municipal corporation to place an advertisement in the Association newsletter shall be as follows:

Single Issue		Multiple issues (cost per issue)	
\$294.00	-full page-	\$223.00	
\$175.00	-half page-	\$135.00	
\$103.00	-quarter page-	\$ 85.00	
\$72.00	-eighth page-	\$ 58.00	

- (3) An administration fee of \$40.00 will be added for payments made online.

**10. RECOGNITION OF RETIRING BOARD MEMBERS**

- 1. Upon leaving the Board of Directors every member who has served;

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- (a) One full term shall receive a wall plaque or similar token with a maximum value not in excess of \$156.00.
  - (b) Two full terms shall receive a gift inscribed with the member's name and dates of service with a maximum value not to exceed \$312.00.
  - (c) Three full terms shall receive a gift inscribed with the OAPSO logo, the member's name and dates of service with a maximum value not to exceed \$520.00.
  - (d) Four or more full terms shall receive a gift as determined by the Board of Directors inscribed with the OAPSO logo, the member's name and dates of service.
2. The term of office shall be defined as the time period for which the member has been elected. All references to terms of office shall be calculated on the basis of consecutive periods as a Board Member.
  3. Should a member leave the Board before the expiration of his/her term, the choice of a recognition award, if any, shall be at the discretion of the Board of Directors.
  3. All recognition gifts shall be presented to the member at the next Annual Training Seminar. The member's admission fee for the day and one night's accommodation at the Seminar facility shall be paid for by the Association.

**11. ANNUAL ADJUSTMENT OF FEES**

1. At the last regular Board meeting of each calendar year the Schedule of Fees shall be reviewed and, unless otherwise directed by the Board, all fees other than Travel, Meals and Accommodations shall be increased by 4%, rounded up to the next nearest dollar. The Board shall review the Travel Meals and Accommodations to determine if an increase is warranted and the amount of the increase to be imposed.

**12. SPEAKER'S REGISTRY**

1. There shall be a Speaker's Registry established from among the Board Members. The purpose of the Registry is to create a pool of individuals interested in and capable of speaking to various interest groups on a variety of topics concerning the aims, objectives, history or any related topic regarding the Association.
2. The Registry shall be administered by the Association Vice President. The Vice President shall review requests for speakers from outside agencies and shall assign a speaker to deliver the speech or other service

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requested. The choice shall be based on proximity to the target audience and their knowledge of and willingness to speak on the requested topic.

4. The Vice President shall negotiate with the requesting agency for the cost of the speaker's attendance. The cost for the attendance shall be calculated on a cost recovery basis bearing in mind all related
5. transportation, accommodation and incidental expenses for the speaker's attendance plus a 10% administration fee.
6. The Association reserves the right to increase the cost to the requesting agency in the case of unforeseen additional costs incurred by the speaker in delivering the requested services.
7. Once the costing arrangements have been made, the assigned speaker shall contact the requesting organization to determine the exact needs and expectations of the organization.
8. All fees shall be paid to the Association upon delivery of the requested services.
9. All compensation payments for the speaker's attendance shall be made by the Association to the speaker.

**13. COMPENSATION FOR INSTRUCTORS**

1. Instructors participating in dedicated training sessions on behalf of the Association shall be compensated at a rate of \$300.00 per day plus travel and accommodations.

**SCHEDULE "BB"**

**CERTIFICATION APPLICATION REQUIREMENTS**

1. Each member, upon making application and paying a fee as set out in Schedule "AA" of this By-law, shall be considered for certification provided that the member;
  - (i) Has two years experience in the field as a Property Standards Officer, and has successfully completed the multi-stage OAPSO training course;
  - or
  - (ii) Has two years of experience enforcing Property Standards, and has successfully completed a challenge exam to be set and monitored by the Association and paid the required fee as established in Schedule AA of this By-Law. Existing educational credentials would require a review by the Certification Committee.

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2. Successful completion shall mean that the candidate has passed the prescribed set of examinations as established by the Certification Training Committee.
3. In the event that a candidate is unsuccessful in any one section of a required exam the candidate may attempt one rewrite of the unsuccessful portion at no cost to the candidate.
4. Where a candidate has not reached the required minimum overall grade as established by the Certification Training Committee, the candidate shall be entitled to one rewrite of the entire exam at no extra cost to the candidate.
5. if the candidate is unsuccessful a second time, the candidate shall have to pay the required fee as set out in Schedule AA to register to take the course again and, upon completion of the course, may write the exam.
6. Each rewrite of the Challenge Exam shall be subject to the same fee as established in Schedule AA.
7. A candidate who has successfully completed the multi-stage OAPSO training course, or has successfully completed a Challenge exam as set out and monitored by the Association but does not have the necessary two years experience may be considered for certification as a Certified Property Standards Officer – Associate (C.P.S.O.(A))
8. Upon attaining the required two years experience, a Certified Property Standards Officer - Associate, may apply, at no extra cost to be reclassified as a Certified property Standards Officer.
9. Each *Full Member*, who does not meet the required field experience provision as set out above, may upon making application and paying a fee as set out in Schedule AA of this By-Law, be considered for certification as a Certified Property Standards Officer - Associate.





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**SCHEDULE “CC”**

**STANDING COMMITTEES**

1. Pursuant to Article 9.01(1), the terms of reference for each standing committee are as follows:

**IN GENERAL**

All committees shall:

- (a) submit to the Budget Committee, within forty-five (45) days of the Annual Meeting, an estimate of the proposed financial revenues and expenditures for their individual committees.
- (b) prepare periodic written reports for presentation at all *Board* meetings;
- (c) prepare and present an annual written report to the Annual General Meeting of the membership;
- (d) enhance the profile of the *Association* and promote the aims and objectives to the public, municipal councils and to other organizations.

**BUDGET COMMITTEE**

2. The Budget Committee shall:

- (a) manage, administer and co-ordinate the financial affairs of the *Association* including all committees;
- (b) present annual committee budgets to the *Board of Directors* for approval;
- (c) oversee capital purchases and other budgeted expenditures;
- (d) provide advice to a the *Board*, as required, regarding all financial matters;
- (e) prepare periodic financial reports for presentation at all *Board* meetings;
- (f) prepare and present an annual financial report to the Annual General Meeting of the membership;
- (g) provide the means for all committees to report to the *Board* with respect to capital purchases and budget expenditures; and
- (h) develop and maintain standard polices pertaining to financial operating procedures.

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**CERTIFICATION COMMITTEE**

3. The Certification Committee shall:
- (a) promote certification to all *Members* of the *Association*;
  - (b) promote associate certification in the private sector as required;
  - (c) review all applications for certification and refer all qualified applicants to the *Board*;
  - (d) issue certificates to all candidates who qualify for certification;
  - (e) notify unsuccessful applicants and provide details why certification was denied or revoked; and
  - (f) prepare articles pertaining to certification for publication in the *Association's* newsletter and other professional periodicals as required.

**MEMBERSHIP COMMITTEE**

4. The Membership Committee shall:
- (a) promote membership recruitment and issue membership certificates;
  - (b) prepare articles pertaining to membership for publication in the *Association's* newsletter and other professional periodicals as required; and
  - (c) prepare and send out membership invoices and receipts.

**LEGISLATION COMMITTEE**

5. The Legislation Committee shall:
- (a) monitor and review all legislation, and other initiatives, of the Provincial or Federal Governments which may impact on Property Standards and advise the Board accordingly; and
  - (a) prepare articles, for publication in the *Association's* newsletter, summarizing government legislation affecting Property Standards.

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**CERTIFICATION TRAINING COMMITTEE**

6. The Certification Training Committee shall:
- (a) develop an overall comprehensive education syllabus for training Property Standards Officers;
  - (b) research and develop alternative educational programs that would be of interest to the membership;
  - (c) review and update all educational material as required;
  - (d) administer the delivery of the comprehensive training program on an annual basis or as required;
  - (e) oversee written examinations for educational programs and provide achievement certificates to successful participants;
  - (f) develop and maintain a training course for instructors;
  - (g) establish and maintain a library of technical training materials and other subject matter that may be of benefit to the membership;
  - (h) establish a role and a presence in the design, development, and the delivery of possible Community College courses for the education of potential Property Standards Officers;
  - (i) co-operate and co-ordinate the delivery of training courses with government agencies or other associations or groups;
  - (j) in conjunction with the Certification and Membership Committees, and the Registrar, establish and maintain an inventory of *Members* who have attended the various educational courses and certificates issued; and
  - (k) prepare articles pertaining to educational programs for publication in the *Association's* newsletter and other professional periodicals as required.

**PROFESSIONAL DEVELOPMENT COMMITTEE**

7. The Professional Development Committee shall;
- (a) develop an ongoing set of topics and speakers relevant to the interests and needs of Property Standards Officers;
  - (b) research and develop alternative educational programs that would be of interest to the membership;

- (c) assist the Chair of the Regional Conference in obtaining and coordinating speakers and topics for the Regional Conference; and
- (d) assist the Regional Chapter Chairs in organizing their training sessions by suggesting and coordinating topics and speakers as required.

### **BUSINESS PROMOTION COMMITTEE**

- 8. The Business Promotion Committee shall:
  - (a) develop new strategies to expand the business and educational outlook of the *Association*; and
  - (b) administer and maintain all approved marketing ventures to enhance and promote the *Association*.

### **REGIONAL CONFERENCE COMMITTEE**

- 9. The Regional Conference Committee shall:
  - (a) organize and promote educational and general interest programs for the membership within particular regions;
  - (b) represent and champion the *Association*, in a manner approved by the *Board*, at trade shows and other forums or conferences; and
  - (b) prepare articles pertaining to regional conference programs for publication in the *Association's* newsletter and other professional periodicals as required.
- 10. The term of the Regional Conference Chair shall end at the first Board of Directors meetings following the completion of the Regional Conference. At that time the Board shall appoint a new Chair for the following year's conference.

### **COMMUNICATIONS COMMITTEE**

- 11. The Communications Committee shall:
  - (a) edit, publish and distribute a newsletter (*the Property Standard*) which may include technical data, interpretation of legislation, a digest of court cases/rulings and any other information that may be of interest or benefit to the membership;
  - (b) post, edit and maintain information that may be of interest or benefit to the membership on the internet web site; and

- (c) maintain the newsletter and the web site as the principle means of communication with the membership.

### **ANNUAL MEETING COMMITTEE**

- 12. The Annual Meeting Committee shall:
  - (a) organize and promote the *Association's* Annual General Meeting of the membership at a time and place sanctioned by the *Board*;
  - (b) produce a business agenda for the membership that will include reports from the President and all committees;
  - (c) convince the membership as to the importance of attending the Annual General Meeting; and
  - (d) publish the proceedings of the Annual Meetings in the newsletter or as a separate document for distribution to the whole membership.

### **REGIONAL CHAPTERS COMMITTEE**

- 13. The Regional Chapters Committee shall,
  - (a) be comprised of the Chairman of the Committee as prescribed by the Board, and all Regional Chapter Chairs;
  - (b) actively promote the establishment of Regional Chapters throughout the Province of Ontario; and
  - (c) shall represent the Chapters in the capacity of liaison with the Board of Directors.
- 14. The objectives of the Regional Chapters shall be as follows:
  - (a) to organize educational programs for the *Members* within a particular region following the guidelines as established by the Board of Directors;
  - (b) to recruit new *Members* for the *Association*; and
  - (c) to advance and promote the aims and objectives of the *Association* within the particular region.
- 15. Each Regional Chapter shall hold an annual meeting to receive reports and to elect *Members* to manage the affairs of the Chapter.

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Notice of Regional Meetings shall be mailed to all *Members* of the *Association*, within the region's boundary, and to the *Association* General Secretary at least twenty-one (21) days prior to the date of the meeting.

Each Chapter shall enter into a Charter as established by the Board as outlined in Schedule "GG" of this by-law.

**RESOLUTIONS AND BY-LAWS COMMITTEE**

16. The Resolutions and By-laws Committee is responsible for maintaining an accurate and up-to-date copy of the Association's By-Law and Schedules.
17. Any proposed changes to the By-Law or the Schedules shall be processed through the Committee and brought back to the Board for approval.
18. The Committee shall prepare documentation and advisory notices to be published by the Association in accordance with section 12.07 of By-law 1-2012 or its successor, prior to being presented at the Annual General Meeting for ratification.

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**SCHEDULE “DD”**

**PROFESSIONAL BEHAVIOR**

**CODE OF CONDUCT (Preamble)**

The *Members* of the ONTARIO ASSOCIATION OF PROPERTY STANDARDS OFFICERS (OAPSO) accept this Code as a desirable method of achieving increased professional status for the *Association*. This Code is based on principles that the *Members* accept as necessary for maintaining high standards of behavior to which the membership adheres. This Code will be applied, under stated guidelines, to ensure the protection of the rights of any *member* of the *Association* and other individuals attending or participating in Association sanctioned activities or events and those authorized to use the designation C.P.S.O. or C.P.S.O.(A), whose conduct allegedly violates said Code.

- (a) No *Member* of the *Association* shall conduct themselves in a manner as to bring discredit and/or embarrassment to themselves or any other *Member* or the *Association*. This shall include violations of any code of conduct for any facility being used by the Association and may include, but is not limited to, the commission of a criminal offence.
- (b) No *Member* of the *Association* shall commit any offence or serious misconduct pertaining to property and/or funds of any branch of their employer.
- (c) No *Member* of the *Association* shall be guilty of serious and improper action in the performance of his or her duties that may bring discredit and/or embarrassment to other *Members*.
- (d) No *Member* shall participate directly in any political activity which would impair the *Member's* impartiality in the performance of his or her respective duties.
- (e) No *Member* shall disclose to others or use to further his or her personal interest, confidential information acquired in the course of his or her official duties.
- (f) No *Member* shall hold an investment directly or indirectly in any commercial enterprise or engage in any private transaction which creates a conflict with his or her official duties.
- (g) No *Member* shall engage in, solicit, negotiate for or promise to accept private employment or render his or her services for private interests or conduct a private business when such employment, service or business creates a conflict with or impairs proper discharge of his or her official



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duties.

**CHARGE**

A complaint that a *Member* (hereinafter referred to as the 'respondent') has violated the Code of Conduct of the *Association* shall be made in writing to the President and Board of Directors of the *Association* who will determine the validity of the charge. The complaint must contain a clear and concise statement including pertinent dates outlining the alleged breach of the Code and must be fully signed by the complainant who need not be a *Member* of the *Association*.

In the event of an allegation of abuse or harassment or any other criminal matter, the President with the assistance of legal counsel, shall, if appropriate, inform the appropriate outside authority.

**DISCIPLINARY COMMITTEE**

The President, after confirming the legitimacy of the complaint or if an internal investigation of an allegation of abuse or harassment is deemed appropriate or outside authorities decline to investigate said allegation(s), shall commission a Disciplinary Committee consisting of one (1) member of the Board, who will serve as the Chair, and at least two (2) additional Certified *Members* of the *Association* appointed at large. The Committee shall keep in mind the spirit of the Code of Conduct of the *Association* and the rights of any member whose conduct allegedly breaches the Code and observe judicial confidentiality in reviewing all charges of violation.

*(It is not the purpose of the Disciplinary Committee to inquire into matters which are considered the affairs of a particular employer).*

**NOTIFICATION**

The Chairperson of the Disciplinary Committee shall, within thirty (30) days, acknowledge receipt of the complaint and advise the respondent, in writing, **without identifying the complainant**, of the statement of the alleged facts constituting the breach of the Code.

**INFORMAL PROCEDURE**

The Disciplinary Committee shall, at a meeting convened within forty-five (45) days of the complaint, decide if the nature of the alleged breach makes it subject to informal resolution. This decision shall be based on the Committee's opinion as to whether the alleged breach could be mediated by informal discussions between the complainant and the respondent. If such is the case, a member of the Committee shall be appointed to approach the complainant and determine what the complainant believes should be the outcome of the complaint procedure.

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Upon the complainant's agreement, the appointed Committee member shall attempt to achieve this outcome through discussion and/or correspondence with the respondent, if agreed to by the Disciplinary Committee, without resorting to the formal complaint procedure. If the desired outcome is not achieved, the complaint may be brought forward again by any person.

**INVESTIGATION**

In the event the foregoing is not applicable or is unsuccessful, the Disciplinary Committee may appoint one or two of its members to investigate the complaint. These investigators shall undertake an objective review of the circumstances surrounding the alleged breach of the Code of Conduct. The investigators shall offer the complainant and the respondent the opportunity to submit a written statement of position or evidence with respect to the allegations. The investigators shall, within ninety (90) days of the receipt of the complaint, submit their findings to the Disciplinary Committee which shall not include any recommendation concerning the complaint.

**NOTICE OF HEARING**

Upon receipt of the investigator's report, the Disciplinary Committee shall inquire of the respondent, whether he or she wishes to attend a hearing before the Committee. In the event the respondent declines or fails to respond within fourteen (14) days, the Committee shall convene a hearing as soon as practical.

**HEARING**

The Disciplinary Committee shall conduct a hearing with the purpose of outlining the pertinent facts of the complaint. Attendance at the hearing shall be limited to the members of the Committee, the *Association's* legal counsel, the respondent and his or her counsel, if applicable. Additional persons may be allowed only with the consent of the respondent. (Refer to Disciplinary Committee Hearing Procedure)

**FINDINGS AND DECISIONS**

Subsequent to the hearing or subsequent to an admission of a breach of the Code of Conduct by the respondent, the Disciplinary Committee shall make its findings based on the evidence presented at the hearing. The decision reached by the Committee shall be limited to:

- (i) dismissing the complaint;
- (ii) reprimanding the respondent; or
- (iii) temporarily or permanently suspending the respondent from the

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*Association* and confiscating his or her rights and privileges of membership.

The Disciplinary Committee shall advise the respondent, in writing, within fourteen (14) days of the hearing as to the Committee's findings. The respondent may, within fourteen (14) days of receiving the findings of the Committee, apply to the *Board* requesting a review before the *Board*. The *Board* shall, within thirty (30) days of receiving the request decide whether or not such a review should be granted. If the request for a review is granted, a re-hearing before the *Board* will be held as soon as practical.

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**SCHEDULE “EE”**

**BALLOT VOTING**

**PURSUANT TO ARTICE 6.03**, No municipality or other corporation having paid a corporate rate shall be entitled to carry more than the prescribed number of votes as indicated below:

<b>POPULATION</b>	<b>VOTES</b>
Less than 15,000	1
15,001 to 50,000	2
Over 50,000	2 plus 1 for every 50,000 in population, or portion thereof in excess of the first 50,000

1. A Full Individual Member shall be allotted a single vote.
2. Voting privileges for full members whose municipality or other corporation has paid a corporate rate for membership shall have their total number of votes apportioned according to the above schedule.
3. Municipal and non-Municipal corporations or unincorporated associations which have paid a rate as set out in this by-law shall designate, in writing, the names of the persons who will represent the corporation or association, at all meetings of the membership. Only those designated persons are eligible to participate in the business affairs of the Association.
4. Pursuant to section 2.01, Associate and Honourary members shall not have a vote in the affairs of the Association. It shall be the responsibility of each municipality or other corporation which has paid a corporate rate to designate those persons in their employ who are Full, Associate and Honourary members.
5. A Life Member shall be allotted a single vote.
6. A Venerable Member shall be allotted a single vote.
7. A Member of the Board of Directors shall be allotted a single vote. If the Director’s membership was paid at a corporate rate, then the Director’s vote shall be separate and distinct from the total votes allocated to that municipality.
8. A member must be present in order to vote on any matter. Absentee or proxy

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ballots are not permitted.

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**SCHEDULE “FF”**

**HONOURS AND AWARDS**

**LIFE MEMBERSHIP**

PURSUANT TO ARTICLE 2.01(d), Life Membership in the Association has been granted to the following individuals:

1. Robert L Hale (deceased)
2. James Mooreman (deceased)
3. George Thompson (deceased)
4. Brian Allick (deceased)
5. Peter Clark
6. Tony Fasciano
7. Joseph Perrone
8. Gino Vescio
9. Richard McGee
10. Frank Weinstock
11. David Sala (deceased)
12. Ronald Bourett
13. Douglas Clark (deceased)

**HONOURARY MEMBERSHIP**

PURSUANT TO ARTICLE 2.01(c), Honourary Membership in the Association has been granted to the following individuals:

1. William Smith (deceased)
2. Ronald Charlebois (deceased)

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**SCHEDULE “GG”**

**REGIONAL CHAPTERS**

The following shall form the basis of the Charter and Constitution that each Regional Chapter shall enter into:

**CHAPTER CHARTER AND CONSTITUTION**

**1. OBJECTIVE**

- 1.1 The purpose of Regional Chapters is to improve the Association’s ability to interact with members on a Regional level. Improved processes for members to interact with each other, share knowledge, disseminate information, and express concerns to the Board will reinforce the Association’s presence throughout the membership. Regional Chapters will support and further the aims and objectives of the Association and serve the needs of the chapter members in their respective areas in the field of Property Standards.
- 1.2 It is understood that any Chapter, its officers, nor any members thereof shall make statements or issue reports for which the Association shall or may become responsible for, unless written authority of the Board has first been obtained.

**2. PROCESS**

- 2.1 A group of members within a distinguishable geographic area may organize and form a Regional Chapter by entering into a Charter and Constitution with the Association by agreeing to the terms and conditions contained in Schedule “GG” of By-law No. 1-2012.

**3. MEMBERSHIP**

- 3.1 All members in good standing within the catchment area of a Regional Chapter shall be deemed to be members of the Regional Chapter.
- 3.2 Membership in a Regional Chapter shall be available to individuals, firms, corporations, professional associations, governments, and government agencies engaged in the administration and enforcement of property standards.
- 3.3 The membership in a Regional Chapter shall consist of members classified as follows:
  - (a) Government Members

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- (b) Associate Members
  - (c) Individual Members
- 3.4 Government Members may be those who develop, administer, apply, interpret and/or enforce property standards by-law for or on behalf of a governmental or regulatory body.
- 3.5 Associate Members are those who are concerned, or involved in legislation governing the maintenance, occupancy, repair and improvement of private property.
- 3.6 Individual Members are those persons not affiliated with a government institution, including retirees.

**4. ORGANIZATION AND ELECTION OF OFFICERS**

- 4.1 Each Regional Chapter shall have executive officers consisting of a Chairperson and a Vice-Chairperson. Regional Chapters may additionally provide for a Secretary, a Treasurer, a joint Secretary-Treasurer, and other such executive officers as the members may determine from time to time. Officers of a Regional Chapter shall be ex-officio members of any standing committee or other committee or task group forming part of the Regional Chapter.
- 4.2 The Chairperson, Vice-Chairperson and all other executive officers of a Regional Chapter, shall be elected by the members of a Regional Chapter every two years with the election occurring at the first meeting of a calendar year during the two year cycle.
- 4.3 The executive officers of the Regional Chapter shall call for two scrutineers from their members to conduct the election. The members acting as scrutineers shall not be executive officers or members seeking positions as executive officers.
- 4.4 The scrutineers administering the election shall call for nominations for the executive officer positions. Nominations must be accepted by the person being nominated in order to stand.
- 4.5 In cases where only one person is nominated to fill an executive officer position, should that member wish to accept the nomination, then that member may be acclaimed into that position without a vote of the members.
- 4.6 Executive officers, including the Chairperson and the Vice-Chairperson



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shall be elected for a period of two years. In the case where an officer is unable to complete a term, an interim election shall be held to fill that post. Executive officers shall hold office until their successors have been elected.

**5. MEETINGS**

- 5.1 Each Regional Chapter shall hold a minimum of one meeting per calendar year. However, the Association recommends holding meeting more regularly. The first meeting of a calendar year shall be the annual meeting. Meetings shall be called by the Chairperson.
- 5.2 Notice of each Regional Chapter meeting shall be sent to the members within the Regional Chapter at least one week (7 calendar days) in advance of each meeting and such notice shall include an agenda of the items to be discussed at each meeting.
- 5.3 The Chairperson shall preside at all Regional Chapter meetings. In the absence of the Chairperson, the Vice-Chairperson shall carry out the duties of the Chairperson.
- 5.4 The Secretary, or in the absence of a Secretary, the Vice-Chairperson, shall keep minutes of the Regional Chapter meetings, give notice of upcoming meetings, conduct the correspondence on behalf of the Regional Chapter, and perform other such duties as are incident to this office.
- 5.5 The Treasurer, or in the absence of a Treasurer, the Vice-Chairperson, shall have care and custody of the funds and securities of the chapter and shall receive and disburse the funds and keep detailed accounts of all income and expenditures as deemed necessary to show the financial and business status of the Regional Chapter at all times.
- 5.6 The Treasurer, or in the absence of a Treasurer, the Vice-Chairperson, shall prepare a financial statement and report for the annual meeting covering the fiscal year. The financial statement shall be presented to Regional Chapter members at the annual meeting and are subject to audit by the Regional Chapter members.
- 5.7 No Regional Chapter meeting shall exceed seven hours in length.
- 5.8 The general order of business for a Regional Chapter meeting shall be:
  - (a) Adoption of minutes from the previous Regional Chapter meeting
  - (b) Election of executive officers (at the annual meeting)

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- (c) Business arising from review of the minutes
- (d) Correspondence
- (e) Reports from executive officers and members
- (f) New or unfinished business
- (g) Calling of next Regional Chapter meeting
- (h) Adjournment

**6. VOTING AND QUORUM**

- 6.1 At each Regional Chapter meeting the Chairperson and other executive officers shall have the same voting rights as any other member. In the case of a tie vote, the Chairperson shall cast the deciding vote.
- 6.2 Quorum for a Regional Chapter meeting shall consist of the Chairperson or Vice-Chairperson and a minimum of 5 members of the Regional Chapter catchment area.

**7. FINANCES**

- 7.1 Regional Chapter have the authority to assess nominal annual memberships dues to their members as may be determined appropriate at a duly constituted annual meeting of the Regional Chapter.
- 7.2 Regional Chapters, executive officers, or members of a Regional Chapter shall not incur any financial obligation for which the Association may incur or become responsible for, unless first obtaining the written approval of the Board of the Association.
- 7.3 Expenditures made on behalf of a Regional Chapter shall only be made the executive officers of the Regional Chapter and any expenditure exceeding \$300.00 shall first receive prior approval by simple majority of the members in attendance at any general Regional Chapter meeting.
- 7.4 The fiscal year shall be the calendar year.
- 7.5 Cheques or any other document or instrument requiring signature on behalf of a Regional Chapter shall be signed by both the Chair, or the Vice Chair, and the Secretary, or the Treasurer.

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**8. COMMITTEES**

- 8.1 The executive officers or the members of a Regional Chapter at a duly constituted general meeting of a Regional Chapter may appoint committees for specific purposes as may be deemed expedient from time to time. Each committee shall have a Chair. The committee Chair shall be responsible for making a report to the members at a duly constituted general meeting of the Regional Chapter. Each such committee shall be disbanded upon submission of their final report.

**9. ASSOCIATION RESPONSIBILITIES**

- 9.1 The Association will encourage and support the development of Regional Chapters through the appointment of a Regional Chapters Committee Chair on the Board.
- 9.2 The Association, through the Regional Chapters Committee Chair, shall hold an annual meeting of the Regional Chapters Committee. This meeting may be held concurrent to the Association's Annual Training Seminar.
- 9.3 The Association, through the Regional Chapters Committee Chair, may hold additional meetings throughout the year of the Regional Chapters Committee at the discretion of the Regional Chapters Committee Chair.
- 9.4 Meetings of the Regional Chapters Committee shall be open to attendance by each Chairperson, or in their absence, each Vice-Chairperson, or in their absence, another executive officer of each Regional Chapter.
- 9.5 The Association will assist with the costs associated with each Chairperson, or in their absence, each Vice-Chairperson, or in their absence, another executive officer of each Regional Chapter attending any meetings called by the Regional Chapters Committee Chair.
- 9.5 The Association will assist Regional Chapters in arranging presentations for workshops and meetings.
- 9.6 The Association will support all activities of Regional Chapters which are aimed at promoting the objectives of the Association.
- 9.7 Each Chairperson, or in their absence, each Vice-Chairperson, or in their absence, another executive officer of each Regional Chapter shall be permitted to attend the third day of the Association's Annual General Meeting to take part in a Regional Chapters Committee meeting, the President's Dinner, that night's accommodation, and the following

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morning's breakfast, at the expense of the Association.

**10. ESTABLISHING REGIONAL CHAPTERS**

- 10.1 Prior to the establishment of any Regional Chapter, the Regional Chapters Committee Chair shall first bring forward a request for a the establishment of a Regional Chapter, for approval by the Board.
- 10.2 Should a request for the establishment of a Regional Chapter be approved by the Board, the newly formed Regional Chapter shall hold an election to determine its Chairperson and Vice-Chairperson. The election shall be conducted by two scrutineers called from the membership of the newly formed Regional Chapter. The members acting as scrutineers shall not be members seeking positions as executive officers.
- 10.3 Upon completion of the election referenced in Section 10.2 of this Schedule, the elected Chairperson and Vice-Chairperson shall review Schedule "GG" of By-law No. 1-2012 in its entirety and provide the Regional Chapters Committee Chair with a written statement advising that they have read, understood, and agree to abide by the terms and conditions of the by-law.

**11. ASSOCIATION OVERSIGHT**

- 11.1 The Association reserves the right to revoke the Charter and Constitution of any Regional Chapter and to dissolve any Regional Chapter which fails in its responsibilities to the Association, the Board and/or its membership, or contravenes the terms and conditions contained in Schedule "GG" of By-law No. 1-2012.

**12. APPROVED REGIONAL CHAPTERS**

- 12.1 The following Regional Chapters have been approved by the Board:
  - (a) Waterloo Region and Area Chapter
  - (b) York Region and Area Chapter
  - (c) North-Western Ontario Chapter
  - (d) Eastern Ontario Chapter
  - (e) Niagara Chapter
  - (f) Central East Region Chapter

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- (g) Upper Ottawa Valley Chapter
- (h) Halton-Peel Chapter
- (i) Mid-Western Ontario Chapter