

O.A.P.S.O.
43rd Annual General Meeting
Wednesday, May 31, 2017
Algonquin College, Ottawa

1) CALL TO ORDER:

At 1:48pm President Italo Joe Luzi called the meeting to order and welcomed all present.

President Luzi commented that the training was going smoothly.

Introduction of the current Board of Directors.

GUEST SPEAKER: none

**2) MINUTES OF THE 42ND ANNUAL GENERAL MEETING HELD
WEDNESDAY, JUNE 1, 2016 AT CANADORE COLLEGE, NORTH BAY,
ONTARIO.**

Corrections have been made and updated to items #8, 9, and 10

Adoption of Minutes; and Matters arising there from;

Moved by: John Lane

Seconded by: Garry Anderson

CARRIED

3) PRESIDENTS REPORT: *(Mr. Italo Joe Luzi)*

President Luzi announced the Province will be getting out of Property Maintenance by July 1, 2018. Some municipalities may adopt their own Bylaws while some already have a Property Standards Bylaw. Watch our website and newsletters for more updates.

In 2017 OAPSO continued to deliver its Certified Property Standards Officer Training Program, in both dedicated and annual Training Seminar settings. Most recently, OAPSO delivered a part 1 Course at/for the City of Toronto and a Part 3 Course at/for the City of Brampton.

Our 2017 Annual Training Seminar has registered 150+ students for our 3 levels of the training program including our Part 4 Professional Development Series. The Part 4 agenda included speakers on Weed Enforcement, MGO/Clandestine

Reports and Remediation, Mental Health, Mediation Services, Tarion, Unsafe Buildings and Trees.

Lisa Finateri, City of Ottawa and yours truly from the City of Toronto will be co-facilitating a presentation and discussion on Rooming House Legislation/Investigation as part of the Part 4 series.

OAPSO recently launched its refreshed website. The new look is very user-friendly, includes links to our social media sites and navigation includes members only link that provides information exclusive to our members. Although the website remains under construction, the members can anticipate many more interactive features – our website link remains: <http://www.oapso.ca/>

Finally, thank you to the many municipalities and the membership at large for your continued show of support for OAPSO – our Board of Directors always strive for excellence with all our initiatives, in the OAPSO tradition.

Garry Anderson questioned if our model bylaw was going to be on the website and if the OAPSO training was going to be presented to other municipalities. President Luzi mentioned it would be part of the information package that was coming from the Ministry.

Moved by: Joe Peronne, Life Member

Seconded by: Len Creamer, Venerable Member

CARRIED

4) FINANCIAL REPORT: (Craig Calder)

Catherine Hartung, Graham Mathew Chartered Accountants representative, has reviewed 2016 OAPSO finances and has confirmed no discrepancies exist and has determined OAPSO expenditures/revenues reflects the expectations of a not-for-profit Corporation.

The draft report was provided to President J Luzi, VP Catherine Goddard and Past President W Perrin for their review, consideration and approval. President Luzi approved the 2016 OAPSO financial report.

Balance as of April 28, 2017 = \$170,854.67

Investments:

- G.I.C. #1 – valued at \$20,567.16 was reinvested April 5/17 – amortization of December 2017

- G.I.C. #2 – valued at \$20,449.76 will be cashed out and reinvested into a one year G.I.C. on July 4, 2017
- G.I.C. #3 – valued at \$20,449.76 will be cashed out and reinvested into a one year G.I.C. on October 7, 2017

Moved by: Craig Calder

Seconded by: Mark Martin, Municipality of Powassan

CARRIED

5) COMMITTEE REPORTS:

A) Financial Report (*Craig Calder*)

See above.

B) Annual General Meeting and Education Seminar (*Craig Calder, Derek Petch*)

Director Calder explained that a tent was used as the hospitality room but the weather was not very cooperative. A musician will be performing during dinner on Wednesday, a boat cruise was eventful even though the weather did not cooperate. Part 4 has many topics.

Director Petch stated there were 170 students in total for Parts 1, 2 and 3 and overall for the entire week there were 190/200 students attend the week long training session. He also stated there has been dedicated training done throughout the year and the presenters are to provide their reports so they can be on the website for review.

C) Business Development (*Trevor De Cristofaro*)

The 2016/2017 year comes with some changes in our traditional swag and promotion. I am looking for new product and ways to show off and promote OAPSO. A thank you goes out to our sponsors that help us with the swag bag.

In addition, we have added a new hoodie and reusable bag to our items available for purchase.

We have taken another step forward in the development of a new promotional video that we will be using on our new website and for events that OAPSO attends. The goal is to have the video completed by the end of the year.

Again this year, OAPSO Board members will be attending the OBOA Conference in October.

D) Certification (*Shelly Kunke*)

As Canada celebrates a significant milestone this year, OAPSO is also celebrating the 25th anniversary of its Certified Property Standards Officer (CPSO) designation. On June 25, 1992, the hard work of a few Property Standards Officers and all contributors to Bill Pr22 created the Certification we have today, and OAPSO has continually held it to the highest standards for participants with at least two years of experience in the Property Standards enforcement.

We also want to reflect on the diligence and perseverance of 834 Officers who have completed our Multi-Stage Training Course and examinations to arrive with a Certification that verifies they have the knowledge and skill to handle the responsibilities of their field.

E) Communications

Newsletter (*Kristen Bickers*) – it has done very well this year. Send me anything you feel would benefit other members and the newsletter.

In the past only the Summer edition was electronically sent to each member. This year, the Board made a decision to make all editions, Spring, Summer and Fall/Winter available electronically.

Thank you for your continued support concerning The Property Standard.

Website (*Kevin Narraway*) – as Director Kim Bimm has resigned in February, I have been tasked with this portfolio on an interim basis. Kim was the webmaster for many years and was instrumental in developing the Association's previous version of our website. I would like to thank Kim for her dedicated, volunteer service to the Association.

There are now a few new website features for the members to take a look at and use, especially the 'members only' section. I encourage you to explore it at www.oapso.ca.

Past Director, John Lane questioned if the members only section is private as it is open to the public. He also commented that the on-line payment of Pay Pal was good work as the volume was big enough to use. Director Lane would like to see the vision statement on all reports and on the website in the future.

F) Education (Certification Training Committee) (Philip Cassata) – We are off to a great start with the amount of municipalities and individuals expressing interest in receiving training by OAPSO.

We have already hosted sessions in Parts 1 and 3 to 75 participants for the City of Toronto and the City of Brampton. They were both a great success with a variety of officers and members of the private sector that took part. My appreciation goes out to all who participated and for the hard work done by all instructors.

This year we have approximately 150 participants registered for the ATS in Ottawa with a high demand for Part 1. Parts 2 and 3 have remained steady and the Part 4 continuing education session has had another great response, almost reaching capacity for a third year in a row.

G) Legislation (Dave Chatwell) – the following are the latest legislation/media releases:

1. Ontario Making Criminal Justice System Faster and Fairer – the plan includes:
 - Appointing 13 more judges, adding 32 assistant Crown attorneys, 16 duty counsel and 26 court staff to ensure faster justice
 - Province wide expansion and enhancement of the existing Bail Verification and Supervision Program
 - Launching a new “bail beds” program to provide safe, supervised housing for low-risk individuals in 5 Ontario communities
 - Making duty counsel available at 6 correctional facilities across the Province to allow for more effective bail hearings
 - Developing a new, culturally-responsive program to provide supports to Indigenous people going through the bail and remand process
2. Ontario to Modernize Municipal Legislation – there are 444 municipalities in Ontario. The government is required by legislation to review the Municipal Act and City of Toronto Act every 5 years. Ontario reviewed these Acts along with the Municipal Conflict of Interest Act, to address and incorporate broader themes of accountability and transparency into the review.

H) Membership & Registrar (*James Lefebvre*) – Director Lefebvre displayed an overview of the membership database that remains in the developmental stages. Discussion followed.

I) Professional Development Committee (*Catherine Goddard*)

1. Part 4 – Special thanks to Craig Calder and Derek Petch for organizing this year’s Part IV agenda which included: an arborist, demolition of unsafe buildings, rooming houses investigation & legislation, Tarion, mediation services, mental health, MGO’s and Clan labs and noxious weeds.
2. Regional Conference - November 18, 2016 the City of Cambridge hosted our Regional Conference. 72 in attendance and presentations were: prohibiting occupancy, radon gas, managing and mastering change and mental health and hoarding.
3. Property Standards Appeal Training Sessions – the course content includes: Enforcement, the Bylaw, the Property Standards Order, the Legislation (The Building Code Act), the Committee, the Hearing itself, appeals and case law. OAPSO will bring the training to your municipality and smaller municipalities should join other municipalities to participate in the session. We require a minimum of 10 registrants at a cost of \$50 per attendee. A training session is planned for June in Listowel.
4. Speakers Representation - nothing to report

J) Resolutions and By-laws (Kevin Narraway) – Director Narraway distributed a draft copy of OAPSO Bylaw #1-2012. The main body of the bylaw can only be amended by a majority vote of the association’s membership at the annual general meeting and the schedules that are attached can only be amended at any time, by a majority vote of the board of directors. The following are the approved revisions to the schedules (2016-2017 Amendments to Schedules):

1. Amendments to Schedule “AA” (Rates, Fees and Expenditures) to increase fees charged for the association’s training programs to offset rising costs such as facility and lodging bookings and printing costs.
2. Significant amendments to Schedule “GG” (Regional Chapters) aimed at relaxing the requirements to establish and maintain Regional Chapters, including reducing the required number of chapter meetings each year, and allowing chapters more flexibility in determining the composition of their executive members (e.g. Chapter Chairs, Vice-Chairs).

Director Narraway suggested a revision of the OAPSO Bylaw #1-2012 to be:

1. Definition of a “Property Standards Officer” to make is clearer as to who would qualify as a C.P.S.O. (Certified Property Standards Officer) versus a C.P.S.O.(A) (Certified Property Standards Officer – Associate) when the board is considering applications for certification.

Records Classification and Retention Bylaw – 1) to identify documents that must be retained permanently or temporarily due to federal or provincial legal requirements, or for valid administrative reasons; 2) to provide guidance and clarification on which documents have lasting archival value to the association and should be preserved; 3) to provide for the routine and timely disposal of documents which need not be retained for legal or administrative reasons and have no historical value to the association.

I will be requesting a vote of the membership requesting that the by-law be adopted and enacted.

Motions #1 and #2

K) Regional Chapters (Derek Petch) – I met with Chapter Chairs that attended Part IV at the conference in North Bay, 2016 and changes to the Schedule GG of Bylaw 1-2012 were discussed. I also met during the year with Regional Chapters of Niagara, Central Region and Upper Ottawa were topics of waste water, private sewer systems, boarding of buildings and swimming pool enforcement were discussed. There are Chapters across the province that need support and the new Schedule and related information will be sent to them. There is a benefit to the Association, the Municipality you are employed with and the members themselves with valuable information being shared.

L) Ad Hoc Committees

OBOA Liaison (Shelly Kunkel) – OAPSO continues to work with OBOA. Conferences were held 2016 in Ottawa and will be held in Huntsville, 2017. This allows 3 days of talking to Building Officials about Property Standards. There is a good bond and working relationship between OBOA and OAPSO because of John Lane and Ken Andrus, who have both been involved with the two organizations over many years.

Mission Statements:

OBOA – “OBOA supports Ontario Building Officials in ensuring a safer and a more sustainable and accessible Ontario by delivering training and certification, promoting uniform code application, working with industry

partners, providing a voice to policymakers, and advancing the profession”

OAPSO – “Striving to provide a better place to live”

Ministry Liaison (*Kevin Narraway*) – no updates

Ontario Municipal Management Institute (OMMI) (Catherine Goddard) – The following OAPSO members have received their Ontario Municipal Management Certification along with the OAPSO enhancement: Phil Cassata, Mark Russell, Teresa Hector, Linda Mainprize, Mary Beth Mitchell, Joe Luzi and Sean Elliott.

The next dates for the OMMI meetings are June 16 and November 3, 2017. If you wish to apply, your package needs to be submitted at least 3 weeks prior to the meeting. If you wish further information, please contact Bill McKim, Executive Director, by email at bill@ommi.on.ca or phone 905-434-8885.

Risk Mitigation Project (Warwick Perrin) – basis of this project is to explore risks being faces in municipalities (being sued and operational risks). Shane Turner will be attending a meeting June 7, 2017 in Guelph. Documents showing the types of risks being faced will be on the website for municipalities this fall, 2017. Standards and guidelines are in progress.

All reports are:

Moved by: Peter Clark

Seconded by: Shayne Turner

CARRIED

6) NEW OR UNFINISHED BUSINESS:

None provided.

7) ELECTION OF OFFICERS:

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. There is one (1) position to be elected for a two (2) year term of office as a Director. There is one (1) position to be elected for a one (1) year term of office as a Director.

Term of office will expire at the conclusion of the first Meeting of the Board of Directors after the Annual General Meeting in the year 2020. The first Board meeting will be Thursday, June 1, 2017 at 7:00am

Members must be in good standing and fees paid.

Warwick Perrin, Past President 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:

Kristen Bickers, Director
Craig Calder, Director
James Lefebvre, Director
Italo Joe Luzi, Director

Nominations for a three (3) year term included the following:

James Lefebvre, Timmins
Stephen Jamieson, Guelph
Len Creamer, Venerable Member
Sylvie Leonard, Timmins
Jennifer Therkelsen, Ottawa
Kristen Bickers, Mapleton
Italo Joe Luzi, Toronto
Craig Calder, Ottawa (declined)

The successful candidates for the 2017 to 2020 term of office are:

James Lefebvre, Timmins
Len Creamer, Venerable Member
Kristen Bickers, Mapleton
Italo Joe Luzi, Toronto

Warwick Perrin, Past President announced that Pursuant to Article 7.01 of By-Law One, there is one (1) position to be elected for a two (2) year term of office as a Director.

Term that has expired is:

Kimberly Bimm, Director

Nominations for a two (2) year term included the following:

Stephen Jamieson, Guelph
Sylvie Leonard, Timmins
Jennifer Therkelsen, Ottawa

The successful candidate for the 2017 to 2019 term of office is:

Jennifer Therkelsen, Ottawa

Warwick Perrin, Past President announced that Pursuant to Article 7.01 of By-Law One, there is one (1) position to be elected for a one (1) year term of office as a Director.

Term that has expired is:

Catherine Goddard, Director

Nominations for a one (1) year term included the following:

Stephen Jamieson, Guelph

Sylvie Leonard, Timmins

Craig Calder, Ottawa (declined)

The successful candidate for the 2017 to 2018 term of office is:

Stephen Jamieson, Guelph

NOTE:

Scrutineers were Catherine Goddard, Brampton, Craig Calder, Ottawa, Joe Perrone, Live Member.

No spoiled ballots.

Motion to destroy the ballots.

Moved by: Ken Andrus

Seconded by: Joe Rutzi

CARRIED

Completed by Past President, Warwick Perrin.

8) FROM THE FLOOR:

No comments received.

9) MOTIONS/RESOLUTIONS:

Motion #1 – Article No. 1.01 of OAPSO By-law #1-2012 be deleted and

replaced with the following:

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.

Moved by: Kevin Narraway

Seconded by: Len Creamer

CARRIED

Motion #2 – OAPSO By-law #2-2017, being the Records Classification and Retention By-law, as presented at the 2017 Annual General Meeting, be read and passed.

Moved by: Kevin Narraway

Seconded by: John Lane

CARRIED

10) CLOSING COMMENTS:

Shayne Turner thanked the Board on behalf of the membership.

Garry Anderson sent out congratulations to those who we re-elected and to the new board members who were elected.

Shayne Turner thanked Catherine Goddard and Craig Calder for their past involvement with OAPSO.

11) ADJOURNMENT: 4:11pm

Moved by: Patty Wright, Mapleton

Seconded by: Stephen Jamieson, Guelph