

**O.A.P.S.O.**  
**40<sup>th</sup> Annual General Meeting**  
Wednesday, May 28, 2014  
Seneca College, King City, Ontario

**1) CALL TO ORDER:**

At 2:15pm President Warwick Perrin called the meeting to order and welcomed all present. Mr. Perrin introduced the Board of Directors present and announced Director Smith sends his regrets.

President Perrin welcomed the Life Members and Past Presidents that are in attendance and introduced the present Board of Directors, Craig Calder, John Lane, Catherine Goddard, Len Creamer, Italo Joe Luzi, Kristen Bickers, Shelly Kunkel, Kimberly Bimm, Rudy Puyo, Yvonne van Hoek and Past President, Garry Anderson. Recording Secretary, Grace Wilson.

Guest Speaker:

President Perrin introduced Past President, Shayne Turner who spoke on the Risk Mitigation Project. Mr. Turner presently is a member of the AMCTO and he spoke on the risks in our type of work. He stated the MLEO does basic training, mental health training and sets policies and procedures. A survey was sent to municipalities and out of 1,000 mailed, 240 have been returned. Mr. Turner announced they will continue to address the survey results.

**2) MINUTES OF THE 39<sup>th</sup> ANNUAL GENERAL MEETING HELD Wednesday, May 29, 2013 at Mohawk College, Hamilton, Ontario.**

Adoption of the Minutes and matters there from;

**Moved by:** Jon Pople, Bradford & West Gwillimbury

**2<sup>nd</sup> by:** Joe Perrone, Life Member

**CARRIED**

**3) PRESIDENTS REPORT: (Warwick Perrin)**

President Perrin welcomed everyone to the 40<sup>th</sup> Annual Training Session & Conference. He urged anyone staying at the residence this week to take advantage of the many networking opportunities that are here and to re-new old friendships and make new ones.

Since the last conference, your association has been very busy promoting effective bylaw enforcement and Property Standards enforcement. In November 2013, Director Rudy Puyo and President Perrin represented this association at the Bellinger Inquiry discussions into the collapse of the Argo Mall in Elliott Lake. As a result, your Certification Training Committee is reformatting the Certification Training Program for 2015.

Warwick Perrin announced Director Bill Smith and ex-Director Doug Clark will be stepping down as instructors for Part 2 Legal and Part 3 Construction. Both of these gentlemen have been

active members for many years and their contributions will be greatly missed. Mr. Perrin welcomed the new instructors, Matt Richardson of Fort Erie and Shelly Kunkel of Brantford.

That the President's Report be confirmed and adopted as presented.

**Moved by:** Warwick Perrin

**Seconded by:** Craig Calder, Ottawa

**CARRIED**

**4) FINANCIAL REPORT: ( Mr. John Lane)**

Director Lane distributed a copy of the Review Engagement Report for the year ending, December 2013 that was prepared by the Chartered Accountant, Graham Mathew. There were no irregularities found.

Balance of account at December 2013 was \$41, 170.

That the Financial Report be confirmed and adopted as presented.

**Moved by:** John Lane

**Seconded by:** Brian Green, Owen Sound

**CARRIED**

**5) SPEAKERS REPRESENTATION:**

Director Calder verbally announced that this is a new report for OAPSO Board meetings. Mr. Calder is the co-ordinate for speakers to represent us at any engagement. The latest one was in Espanola in April 2014 where Director Creamer spoke on behalf of OAPSO.

This will be an annual report.

That the Speakers Representation Report be confirmed and adopted as presented.

**Moved by:** Craig Calder

**Seconded by:** Matt Richardson, Fort Erie

**CARRIED**

**6) COMMITTEE REPORTS:**

**(a) Annual Meeting & Education Seminar (Catherine Goddard)**

Director Goddard stated there are 182 registrations for this year's seminar. Monday night outing was at WAGGS and a hypnotist has been booked for the President's dinner tonight. Catherine Goddard made note there are new topics in Part 4 and if anyone has any suggestions of new topics for future training sessions, contact her.

That the Annual Meeting & Education Seminar report be confirmed and adopted as presented.

**Moved by:** Catherine Goddard  
**2<sup>nd</sup> by:** Gino Vescio, Life Member

**CARRIED**

**(b) Business Development ( Bill Smith)**

As Director Smith was absent, President Perrin read his report.

OAPSO will have representation at the AMCTO Conference in Niagara Falls, June 8 and 9, 2014.

Last year we represented to the OBOA at their yearly training sessions and were well received.

In 2015 we will be presenting at the AMO conference after the Municipal election to aid new members of council to understand the importance of property standards and its enforcement.

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

**Moved by:** Warwick Perrin (in Bill Smith's absence)  
**2<sup>nd</sup> by:** Ken Campbell, Town of Hanover

**CARRIED**

**(c) Certification (Shelly Kunkel)**

Director Kunkel reported total of applications since the training in May 2013 = 61. The total of certified property standards officers is 723 and 2 associate members.

Director Kunkel announced that memberships older than 2 years received a notification letter.

Director Kunkel also stated the website and Facebook should be updated to show the certification numbers for members.

That the Certification Report be confirmed and adopted as presented.

**Moved by:** Shelly Kunkel  
**2<sup>nd</sup> by:** Andrew Locke, Town of Wellsley

**CARRIED**

**(d) Communications:**

**1) Newsletter – (Kristen Bickers)**

Multiple issues of The Property Standard were sent to members all over the Province. It was sent via email, the OAPSO website, the OAPSO Facebook site and posted on Director Bickers LinkedIn profile.

The Board has decided a laptop be purchased for future productions of The Property Standard so as to have the most updated programs to create the newsletter easier.

If you wish to receive a copy of The Property Standard directly to your inbox, please email Kristen Bickers at [ckbickers@hotmail.com](mailto:ckbickers@hotmail.com)

A suggest from the membership was to have the Board's email addresses on the last page of the hard copy of The Property Standard.

A special thank you for their assistance goes out to Director Bimm and Mrs. Mandy Habermeil.

That the Newsletter Report be confirmed and adopted as presented.

**Moved by:** Kristen Bickers

**2<sup>nd</sup> by:** Gary Poupart, South Glengarry

**CARRIED**

**2) Website – (Kimberly Bimm)**

Director Bimm attached graphs and stats from September 2013 to the Present (approx. 7 mnths) to her report. These charts showed who and how many views there were. Director Bimm stated there were approximately 1,000 visits each month. 10% are accessing our site from the mobile devices, 30% of the hits are going to the Home Page, 11% to Employment Opportunities and 5% to the Certification Training page.

That the Website Report be confirmed and adopted as presented.

**Moved by:** Kimberly Bimm

**2<sup>nd</sup> by:** Gary Poupart, South Glengarry

**CARRIED**

**(e) Certification Training Committee (Italo Joe Luzi)**

Director Luzi reported 290 students have been trained by the Certification Training Committee in 2013. OAPSO has 135 students registered for this year's Annual Training Session. Breakdown is as follows: Part 1 – 63; Part 2 – 22; Part 3 – 23; Part 4 – 27. In comparison to the 2013 ATS, the total registration then was 163 students.

The instructor team is as follows:

Part 1: Construction – John Lane; Legal – Garry Anderson; Investigation – Warwick Perrin

Part 2: Construction – Brain Green; Legal – Matt Richardson; Investigation – Len Creamer

Part 3: Construction – Shelly Kunkel; Legal – Shayne Turner; Investigation – Dave Sala

Alternate: Italo Joe Luzi

On behalf of the Board, a thank you goes out to all the instructors for their continued support of OAPSO Training.

OAPSO Instructor recruitment notice is posted on the website. To date, 5 members have shown interest for instructor positions. Instructor positions/vacancies will be filled in time for the 2015 ATS.

Highlights of the review and overhaul of the training program:

- Overhaul and review of the **entire** program is now underway
- The committee is reviewing what the objectives of the program are and should be
- The committee will look at past objectives and factor in current day events
- The program will be looked at for gaps, duplications, redundancies, in-scope and out of scope curriculum so all components flow in a uniform and logical format.
- Insertion of colour photos, hyperlinks, new and updated diagrams, new manual cover design, interactive workbook design, etc.

Director Luzi stated because of the Elliot Lake Inquiry there may be more intense certified training. This Inquiry is scheduled for release in October 2014.

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

**Moved by:** Italo Joe Luzzi

**2<sup>nd</sup> by:** Peter Clark, Life Member

**CARRIED**

**(f) Legislation** (Yvonne van Hoek)

Director van Hoek stated some municipalities are still issuing Property Standards orders under the Planning Act. Ensure your current Property Standards Bylaw references the Building Code Act, Section 15 and the penalty section refers to the Building Code Act. Bills 13, 18, 29, 37, 77, 88, 96 have passed the first reading and Bill 121 is currently in the first reading. These Bills may be of interest to Property Standards Officers.

That the Legislation Report be confirmed and adopted as presented.

**Moved by:** Yvonne van Hoek

**2<sup>nd</sup> by:** Craig Calder, Ottawa

**CARRIED**

**(g) Membership & Registrar** (Shelly Kunkel)

Director Kunkel presented her report stating as of May 15, 2014 there were 712 members plus 16 more to come in. Email reminders were sent out and this helped with receiving the outstanding memberships. Shelly also reminded everyone that the information that is requested on the application forms was very important. Membership fees help pay for training each year.

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

**Moved by:** Shelly Kunkel

**2<sup>nd</sup> by:** Linda Mainprize, Stouffville

**CARRIED**

**h) Professional Development Committee Report:** (Catherine Goddard)

1. **Annual Training Session:** Director Goddard thanked Harley Freedman, and his staff, for their efforts in making this year's training session enjoyable. There were approximately 175 OAPSO members in attendance. Monday night was at Wegz and the Presidents Dinner is to be entertained by Robert Maxwell, Hypnotist and Magician.

Part 4 topics included: Customer Service Excellence, Microsoft Office 2010 Orientation, Radon Gases, Magical Pest control, Assessing Animal Behaviour & Dealing with Dogs on property, Ethics, Marijuana Grow Operations, Moisture and Mould Problems and Freeman on the Land.

If there are any topics you may want OAPSO to explore for either Part 4 or a Regional Conference, let Director Catherine Goddard know.

A thank you goes out to all fellow board members and Grace Wilson for their assistance.

2. **Appeal Training Program:** Directors Anderson and Creamer have conducted a few sessions over the past year. If your municipality is interested in having this training brought in house, contact Director Goddard.
3. **Regional Conferences:** City of Brampton proudly hosted the 2013 Regional Conference on November 8, 2013 with topics of Pharaoh Arts – magical Pest Control, understanding Animal Welfare & the Community – OSPCA, Duty to Report – Children's Aid Society, and Autism & Enforcement – Erin Oak.

City of Vaughan will host the 2014 Regional Conference, November 21, 2014. Check the website [www.oapso.ca](http://www.oapso.ca) for more details.

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

**Moved by:** Catherine Goddard

**2<sup>nd</sup> by:** Shauna O'Kane, Burlington

**CARRIED**

**i) Ad Hoc Committees**

- a) OBOA Liaison (John Lane)** OBOA continues to be one of our strongest partners. As our representative, John meets with the newly appointed OBOA representative, Ted Rogers on a bi-monthly basis to discuss common issues. OAPSO has a standing invitation to submit articles in the OBOA Journal and the OBOA is welcome to do the same in the OAPSO Property Standard newsletter. OAPSO continues to hold their Board meetings in the OBOA office in Woodbridge at a reasonable rate. OAPSO set up a booth at the OBOA 2013 AMTS in Hamilton and it was well received by the attendees. OAPSO has been asked to present at the 2014 AMTS in Niagara Falls this year. President Perrin and John Lane will be presenting.
- b) Resolutions and By-laws: (Len Creamer)** Unlike changes to the Bylaw, Schedule changes can be made by the Board of Directors at a regular Board meeting and do not need to be ratified by the general membership. Director Creamer distributed the changes.
- c) Ministry Liaison: (verbal report - Italo Joe Luzi)** as per the Ministry of Municipal Affairs and Housing, any municipality that does not have a Property Standards Bylaw, the Ministry will inspect the property and if there are any violations, they will be charged back to the municipality.
- d) Ontario Municipal Management Institute (OMMI): (Len Creamer)** Since the last AGM, there have been 3 new additions to the list of members of the Association who have become a Certified Municipal Manager. There are now 29 certified members representing 25 different municipalities. OAPSO salutes and congratulates all these people on their achievements.
- e) Regional Chapter Chairs: (Rudy Puyo)** Director Puyo has attended many meetings and have seen firsthand how issues and concerns have been engaged and resolved through these meetings. Director Puyo will endeavour to improve his support and continue to promote your individual Regional Chapters and encourage the membership to continue to be a part of the success of this program by attending these meetings. For those who require more information or have an interest in starting a Regional Chapter program, contact Director Puyo at 905-878-7252, ext 2136 or by email at [rudypuyo@milton.ca](mailto:rudypuyo@milton.ca) This year Director Puyo will have the Regional Chapter Chair Executives acknowledged for their professionalism and dedication.

**All Ad Hoc Reports: Moved by:** Justin Harris, Kitchener

**CARRIED**

**7. NEW AND UNFINISHED BUSINESS: none**

**8. ELECTION OF OFFICERS:**

Mr. Garry Anderson welcomed Past Presidents: Joe Perrone, Fred Wein, Shayne Turner; Life Members: Peter Clark; Previous Board Members: Brian Green, Bill Chatwell.

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

Terms that have expired are:  
William Smith, Director  
Italo Joe Luzi, Director  
Craig Calder, Director  
Kristen Bickers, 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 2017. The first Board meeting will be Thursday, May 29, 2014 at 7:00am

Members must be in good standing and fees paid.

Nominations included the following:

- Mathew Richardson - Fort Erie
- Italo Joe Luzi - Toronto
- Craig Calder – Ottawa
- James Lefebvre – Timmins
- Kristen Bickers – West Perth
- Shauna O’Kane – Burlington
- Andrew Cooper – Waterloo
- Robert Mallen – Brampton
- Derek Petch – Ottawa
- Mathew Paul – Township of Zorra
- Randy Charlton – Haldimand
- Roxanne Garland – Russell Township
- Elizabeth Gekaj – Waterloo
- Shayne Turner – Kitchener (declined)

**NOTE:** scrutineers were Bill Chatwell, Ken Andrus. One (1) spoiled ballot.

The successful candidates for the 2014 to 2017 term of office:

- Mathew Richardson, Fort Erie
- Italo Joe Luzi, Toronto
- Craig Calder, Ottawa
- Kristen Bickers, West Perth

## **8. FROM THE FLOOR:**

General comments and statements from the membership.

**Note:** Please stand and state “loudly” your full name and your city or township and voice your comments slowly with clarity, so that your comments can be recorded clearly and accurately

No comments.



**9. MOTIONS / RESOLUTIONS:** to destroy the ballots.

**Moved by: Brian Green, Owen Sound**

**Seconded by: Peter Clark, Life Member**

**Completed by: Len Creamer, Clarington**

**10. CLOSING COMMENTS:** President Perrin thanked all membership for coming and announced the President's Dinner will be in the regular dining room at 6:30pm

**11. ADJOURNMENT: 4:31pm**

**There being no further Association Business it was**

**Moved by: Brian Green, Owen Sound**

**That the 40<sup>th</sup> Annual General Meeting of the membership of the Ontario Association of Property Standards Officers be adjourned.**

**CARRIED**