



O.A.P.S.O.

41st Annual General Meeting

Wednesday, May 27, 2015

St Lawrence College, Kingston, Ontario

1) CALL TO ORDER:

At 1:54pm President Warwick Perrin called the meeting to order and welcomed all present.

Guest Speaker: none

2) MINUTES OF THE 40th ANNUAL GENERAL MEETING HELD Wednesday, May 28, 2014 at Seneca College, King City, Ontario.

Changes were made.

Adoption of the Minutes and matters there from;

Moved by: Shelly Kunkel, Brantford

2nd by: Justin Harris, Kitchener

CARRIED

3) PRESIDENTS REPORT: (Warwick Perrin)

President Perrin introduced the present Board of Directors: John Lane, Catherine Goddard, Len Creamer, Italo Joe Luzi, Kristen Bickers, Shelly Kunkel, Kimberly Bimm, Yvonne van Hoek and Past President, Garry Anderson. Recording Secretary, Grace Wilson. President Perrin announced board member, Director Craig Calder was called away from the training session due to an emergency family matter.

President Perrin thanked all who are in attendance stating the AGM is where your board of directors becomes accountable to all members for the way they spend your money and represent your interests, in advocating for and promoting the advantages of effective property standards enforcement.

This association is a truly volunteer organization. Not one of these directors, nor any of the instructors, many of which who use their own time for association activity, receive one penny in compensation. There has been conversation at board meetings around the issue of compensation especially for instructors, with the increased dedicated training opportunities that this association has offered along with the time commitment this demands. I personally have been against such compensation, primarily because I feel that it is necessary that organizations such as ours are run by passionate people who truly care about the cause, not by persons who are there for monetary reward.



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We have been told on many occasions that the training we provide is under priced, and as such the objective of this association is to provide training to as many property standards and by-law enforcement officers as is possible, not to create healthy bank balances.

By-law enforcement is generally an undervalued endeavour, often an orphan within the municipal structure; we are constantly in the middle, which is never an easy place to be. Complainants wonder why we can't enforce their version of the by-law, and property owners can't understand why we are so determined to enforce what they may consider to be petty standards, unimportant regulations, or just B.S.

Canada is one of the most desirable places in the world to live. People want to make Canada their home because we have one of the best standards of living anywhere, we have a broad middle class, and it is the middle class that makes a country prosperous. By-law enforcement officers look after the little things, we ensure that the properties are repaired, that the snow is shoveled and that the grass is cut, we make sure that the traffic is able to flow, because the roads are free from obstruction by unlawfully, and unthinkingly parked vehicles, we are the very essence of the civilization all of those immigrants travel all of those miles to experience.

Often doing this job generates a degree of resistance sometimes from citizens who do not see the value of the regulation, sometimes by politicians who are more concerned with their re-election chances than the standards that they often enacted. It is up to us to act with integrity and for the betterment of society as a whole; it is up to us to do the right thing, for the right reason. As by-law enforcement officers it is up to you to maintain the standard.

Over the past 41 years this association has dedicated itself to improving the by-law enforcement profession by establishing credibility through the Provincial Government by being the first organization with provincial authority to certify by-law officers in the enforcement of Property Standards By-laws. We have been recognized as experts in the field by being subpoenaed to the Elliot Lake Inquiry to provide testimony on the enforcement process.

I am proud of each and every one of you, I say keep up the good work, and on behalf of society as a whole I say thank you.

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

Moved by: Warwick Perrin

Seconded by: Shayne Turner, Kitchener

CARRIED

4) FINANCIAL REPORT: (Mr. John Lane)

Director Lane distributed a copy of the Financial Statements and the Review Engagement Report for the year ending, December 31, 2014 that was prepared by the Chartered Accountant, Graham Mathew. There were no irregularities found.

Balance of account at December 2014 was \$58,913.



This has increased due to more members of the communities and more officers being certified.

On a personal note, Director Lane has announced his resignation as of today due to his increasing commitment with Mohawk College as an instructor. Mr Lane has been involved for 20 years and is finishing his 2nd year of a 3 year term.

That the Financial Report be confirmed and adopted as presented.

Moved by: John Lane

Seconded by: Catherine Goddard

CARRIED

5) COMMITTEE REPORTS:

(a) Annual Meeting & Education Seminar (Craig Calder (absent), Kristen Bickers (verbal report))

There are 190 guest and delegates at St. Lawrence College, Kingston. A boat ride was scheduled for Monday night, clothing sales and a silent auction, in memory of the late Director Bill Smith, were exhibited in the hospitality suite all week bringing in a donation to Habitat for Humanity of \$700. All are welcome to the President's Dinner on Wednesday night at 6:00pm with a social at 5:00pm. Formal dinner attire is recommended. Entertainment after the dinner is from "2 for the Show".

Director Bickers announced the 2016 AGM will be held at Canador College, North Bay, Ontario.

(b) Business Development (Matt Richardson)

No report.

(c) Certification (Shelly Kunkel)

There are presently 763 certified property standards officers.

A committee approves certification 3 or 4 times each year. A letter from your employer, along with 2 years of experience is required.

Director Kunkel stated that all certified CPSO individuals whose membership is not in good standing, the certification may no longer be valid. The 'member' must remain a Full Member in good standing with the Association and satisfy the requirements and obligations thereof in order to retain your designation as "CPSO" (Certified Property Standards Officer, as stated in Section 2.04 of OAPSO Bylaw No. 1



If you have any questions, comments or concerns regarding your Certification, contact Shelly Kunkel, skunkel@brantford.ca or 519-759-4150 ext 5660

(d) Communications:

1) Newsletter – (Kristen Bickers)

Continues to grow and receive positive reviews. A thank you goes out to members who submitted articles, pictures and events. I will encourage you all to continue to your efforts so that I may continue with mine. I will shortly be moving on to our Fall edition of the Property Standards. It will include information surrounding our Regional Conference being held in November 2015 as well as our 2016 ATS, being held at Canadore College, North Bay.

2) Website – (Kimberly Bimm)

There has been a 33% increase from November to May 2015. More access through March and April with January the least amount. 93% of our viewers are coming from Canada, the largest province, Ontario. 15% are looking at the job posting page and 60% of the visits are returning visitors. Our browser is the Internet Explorer and 83% are using version 9 and up.

Director Bimm would like an email or text when the site is down. The server being used is dollar.ca

(e) Certification Training Committee (Italo Joe Luzi)

Total number of students trained by Certification Training Committee in 2014 = 199
Total number of students registered for 2015 annual training session = 140. In comparison, the 2014 Annual training session was 161 students.

The 2015 ATS Certification Training Program Instructor Team is as follows:

Part 1 Course:

Construction – John Lane
Legal – Garry Anderson
Investigation – Warwick Perrin

Part 2 Course:

Construction – Brian Green
Legal – Italo Joe Luzi
Investigation – Len Creamer

Part 3 Course:

Construction – Shelly Kunkel
Legal – Shayne Turner
Investigation – Philip Cassata

Review and Overview of the OAPSO Certification Training Program;



- Overhaul and review of the entire program is in progress.
- The team looked at past objectives and the advent of historical and current day events that were factored into the new objectives for the updates
- The first part of the process is now complete and objectives established. The Certification Training Committee is implementing those objectives and developing the new/updated courses and supporting peripherals.
- The objectives will review mapping of our existing curriculum. This will lead to a mapping of the entire new Certification Training Program and all of its components.

Final editing will also take into consideration any noteworthy developments from the release of the Report from the Elliot Lake Inquiry and any developments as a result of the recommendations contained therein.

OAPSO Instructor Recruitment Notice has been posted on our website. The team is still looking for instructors for Legal, Investigation and Construction courses. The team has lost members recently due to some Board resignations and the passing of our beloved OAPSO Director Bill Smith – whose Part 2 Legal Course I have assumed carriage of.

A dedicated Part 1 Training Course was completed in Stouffville, Feb 23 – 26, 2015. Highlights are as follows:

- 44 students were registered
- Generated approximately \$17,600 in registration fees
- 38 of 44 students achieved the minimum 70% passing grade
- Feedback was positive
- Special thanks to Linda Mainprize and Denise Stephenson, Town of Whitchurch-Stouffville for their assistance/support and hospitality
- The updated/refreshed versions of the manual was launched in 2015 at the Part 1 course held in Stouffville. Full circulation will be at the 2015 ATS in Kingston.

(f) Legislation (Yvonne van Hoek)

Bill 36 – Respecting Private Property Act, 2014 - currently, Trespass to Property Act fine is of not more than \$2,000. The subsection is amended to provide for a minimum fine of \$500. Currently, a court is permitted to award damages for trespassing not to exceed \$1,000. The subsection is amended to increase to \$25,000.

Status: Ordered referred to Standing Committee

Bill 73 – Smart Growth for Our Communities Act, 2015 – to amend the Development Charges Act, 1997 and the Planning Act. Details include several amendments and repealed sections. If passed, Bill 73 would give residents more say in how their communities grow, set out clearer rules for land use planning, give municipalities more independence to make local decisions and make it easier to resolve disputes.



Status: First Reading Carried March 2015

Municipal By-Laws – City of Mississauga –

A) Licensing Marijuana Grow Ops

City of Mississauga recently passed a bylaw to license Medical Marijuana Production facilities. Licensing fees for a new facility are \$250 with a renewal fee of \$200. Applicants must provide a Zoning certificate, Health Canada license, a letter from the Fire Chief detailing inspection for Fire code regulations, an ESA report, proof of insurance and any other applicable other items.

B) Clothesline Bylaw

City of Mississauga recently passed a bylaw due to a few complaints from residents. The by-law promotes reasonable used of clotheslines for economic and environmental benefits and regulates and controls excessive and/or unsafe clotheslines.

Status: Enforcement will be done on a complaint basis.

If anyone knows of interesting bylaws relative to property standards, contact Director van Hoek at Yvonne.vanhoek@mississauga.ca

(g) Membership & Registrar (Shelly Kunkel)

OAPSO 2015 members total approximately 1,000

It is the leading trainer of employees whom are engaged in the enforcement of property standards and bylaws throughout Ontario. We would like to express our sincerest appreciation in having your Municipality and staff as members of the Ontario Association of property Standards Officers.

The mandate of the Board of Directors is to steward the association on behalf of its Members and to enhance education, training and networking for its Members. In recent years, the Board has maintained a focus on development surrounding education, collective knowledge, and training in order to execute its strategic plan to move the Association forward. Sustainability and progress are OAPSO's core focuses onto the future.

We are pleased to report that OAPSO membership continues to grow. The Board endeavours to put OAPSO in a strong position by moving forward with its education programs while delivering excellent training to its growing base of members.

A thank you goes out to all municipalities and/or individuals who have renewed their 2015 membership.



If you are not a current member, please renew your membership so you may continue to receive newsletters and important mailings. Your involvement is important and we will take every measure to facilitate it.

If you are not yet a member, the membership application will be available each year on our website www.OAPSO.ca

h) Professional Development Committee Report: (Catherine Goddard)

1. **Part 4:** This year the agenda included: Understanding Mental Health, Suicide Safe Watch Certification Training-Living Works, Emergency Preparedness for Pets, Animal Behaviour, Health Canada Marijuana Licences & Legislation Overview and Resolving & Preventing Conflict.

As always, requests for topics are appreciated.

2. **Appeal Training Program:** It's dedicated to Property Standards Committee members and support staff and is a half day in length. The course includes: Enforcement, the By-law, the Property Standards Order, the Legislation (The Building Code Act), the Committee, the Hearing itself, appeals and case law.

The training can be brought to your municipality and is beneficial for smaller municipalities to collaborate with other municipalities in their area to participate in the session. We require a minimum of 10 registrants, at a cost of 450 per attendee.

Training in the past has been held in London, Mitchell/West Perth, Burlington, Collingwood/Blue Mountains, Lambton County/Lambton Shores/Windsor/St Thomas/Woodstock, Kingsville/Leamington/Belle River, Wasaga Beach, Brantford and Waterloo.

The next training session is planned to be in Kenora. The date has not yet been confirmed.

3. **Regional Conferences:** On November 21, 2014 the City of Vaughan hosted our Regional Conference. We had 80 attend. The presentation included: Elliot Lake Inquiry update, Curb siding, Hoarding/Mental Health, Summons serving and officer safety, Risk Mitigation update and Human Trafficking.

If any municipalities would like to host a Regional Conference, please contact Director Goddard.

4. **Speakers Bureau:** OAPSO is a leading voice in the advocacy of by-law enforcement with the province. As a part of this advocacy the Association is prepared to provide knowledgeable speakers to address member & non-member municipalities, crime prevention groups or other community minded groups. Since we are a non-profit organization, a cost to cover expenses is required and arrangements can be made through Craig Calder, Vice President.

We had a request from the Superior East Community Development Corporation; however, this request was cancelled post-election.



i) Ad Hoc Committees

- a) OBOA Liaison (John Lane):** OAPSO continues to have good relations with the OBOA. Todd Rogers, of the OBOA Board is the OAPSO Liaison and John Lane, of the OBOA Board, continues to be the OBOA liaison.
- b) Ministry Liaison: (Italo Joe Luzi)** Director Luzi stated there is not much happening at the present time. The Ministry is exiting the municipalities who don't have Property Standards By-laws. Joe does not know the outcome or the impact this will have.
- c) Ontario Municipal Management Institute (OMMI): (Len Creamer)** Since this time last year the membership of the Association has been busy upgrading and improving themselves and their professional standing. Over the last year the following members have either achieved or upgraded their status with the Ontario Municipal Management Institute:
 - Rudy Puyo, CMM II (June 2014)
 - Annette Lees-Bauml, CMM II (February 2015)
 - Andrew Eldridge, CMM I (June 2014)
 - Matt Richardson, CMM I (June 2014)
 - Ross Molinaro, CMM (February 2015)

This brings the total number of members who have taken advantage of our involvement in the OMMI certification process to 34 members representing 29 different municipalities.

j) Resolutions and By-laws: (Len Creamer) Director Creamer announced that Doug Clark's name be added to the list of Life and Honourary members as amended to Schedule FF of the By-law 1-2012.

Friendly Amendment: John Lane
2nd by: Denise Stevenson, Whitchurch-Stouville

MOTION

k) Regional Chapters: (Garry Anderson) At the present time there are nine (9) Regional Chapters throughout the Province of Ontario. These include: Mid-Western Ontario Chapter, Waterloo Region and Area Chapter, Niagara Region Chapter, Halton/Peel Chapter, York Region Chapter, Central East Regional Chapter, Eastern Ontario Regional Chapter, Upper Ottawa Valley Chapter and the Northern Ontario Chapter.

Director Anderson attended the Waterloo Region Chapter on January 30, 2015 where the topic was Vacant Buildings. Garry met the York Region Chapter on February 17, 2015, Chapter business was discussed and the training session was a Distracted Driver Presentation by the O.P.P.. On April 1, 2015 the Niagara Regional Chapter met at the City Hall in Port Colborne and on the agenda was Regional Jurisdiction clarification, a Regional AMPS update and training schedules with the Welland District Humane Society. This Chapter previously met on December 3, 2014 in Port Colborne where Chapter business was discussed and a roundtable discussion was held on



boarding/lodging home inspections. The Mid-Western Ontario Chapter met on December 2, 2014 and discussed building relationships with organizations and associations. The Central East Region Chapter met on November 7, 2014 in Pickering where a presentation was made on trees and arboriculture by City of Pickering arborist, Scott McKay. Several topics were then discussed in an open forum discussion.

Area chapters are encouraged to meet and discuss topical issues and can contact the OAPSO Board for assistance with discussion topics.

That all Committee Reports be confirmed and adopted as presented:

Moved by: Ken Campbell, Hanover
2nd by: Rick Parrish, North Bay

CARRIED

6. NEW AND UNFINISHED BUSINESS: none

7. ELECTION OF OFFICERS:

Len Creamer, Director 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:

Warwick Perrin, Director
Craig Calder, Director
Yvonne van Hoek, Director
Rudy Puyo, Director

Board members who have stepped down are;

Matthew Richardson, Director (Board accepted his resignation) (2 yrs remaining)
John Lane, Treasurer (Board accepted his resignation) (1yr remaining)

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 2018. The first Board meeting will be Thursday, May 28, 2015 at 7:00am

Members must be in good standing and fees paid.

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

- Warwick Perrin, Toronto (declined)
- John Lane, Hamilton (declined)
- Ralph Hawkes, Richmond Hill
- Trevor De Cristofaro, Pickering
- James Lefebvre, Timmins
- Kevin Narraway, Whitby



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- Garry Anderson, Brantford (declined)
- Shayne Turner, Kitchener (declined)
- Derek Petch, Ottawa
- Phil Cassata, Brampton
- Catherine Goddard, Brampton
- Yvonne van Hoek, Mississauga
- Scott Honey, Scugog

The successful candidates for the 2015 to 2018 term of office are:

- **Catherine Goddard, Brampton**
- **Trevor De Cristofaro, Pickering**
- **Kevin Narraway, Whitby**
- **Phil Cassata, Brampton**

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

- Ralph Hawkes, Richmond Hill
- James Lefebvre, Timmins
- Yvonne van Hoek, Mississauga
- Scott Honey, Scugog
- Derek Petch, Ottawa

The successful candidate for the two (2) year term was:

- **James Lefebvre, Timmins**

Nominations for the one (1) year term are as follows:

- Ralph Hawkes, Richmond Hill
- Yvonne van Hoek, Mississauga (declined)
- Scott Honey, Scugog
- Derek Petch, Ottawa

The successful candidate for the one (1) year term was:

- **Derek Petch, Ottawa**

NOTE: scrutineers were Shayne Turner, Kitchener, Len Creamer, Clarington, Nicole Papke, Cambridge. No spoiled ballots.

Motion to destroy the ballots. Moved by: Shayne Turner 2nd by: Jeff Peppin, Calendar Completed by Len Creamer.

8. FROM THE FLOOR:

General comments and statements from the membership.



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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

Shayne Turner, Kitchener thanked the Board for a successful year.

Warwick Perrin recognized Life Members, Mr Joe Perone and Mr Peter Clark for attending this years’ AGM.

9. MOTIONS / RESOLUTIONS:

Motion: that the amendments proposed at the Annual General Meeting held in Kingston on May 27, 2015 be approved and that the by-law be amended accordingly, and that the name of Doug Clark be added to the list of Life and Honourary members as amended and be added to Schedule FF of By-law 1-2012.

Moved by: Len Creamer, Clarington

Seconded by: Shayne Turner, Kitchener

10. CLOSING COMMENTS: President Perrin thanked all membership for coming and announced the President’s Dinner will be served in the dining hall on the 2nd floor at 6:00pm with cocktails at 5:00pm

11. ADJOURNMENT: 4:21pm

There being no further Association Business it was

Moved by: Annette Leef-Baumi, Kingston

That the 41st Annual General Meeting of the membership of the Ontario Association of Property Standards Officers be adjourned.