



Ontario Association of Property Standards Officers
44th Annual General Meeting
Wednesday, May 30, 2018
Niagara College, Niagara-on-the-Lake, Ontario

1) CALL MEETING TO ORDER

At 1:40 p.m. President Italo Joe Luzi called the meeting to order and welcomed all members and delegates in attendance.

2) GUEST SPEAKER

President Luzi introduced Bill McKim, Executive Director of the Ontario Municipal Management Institute and invited Mr. McKim to deliver a presentation to those in attendance.

Mr. McKim spoke about the Certified Municipal Manager designation offered through the Ontario Municipal Management Institute and the opportunity for members of the Ontario Association of Property Standards Officers to receive “enhancements” to the Certified Municipal Management designation through their experience in the field of Property Standards. At the present time, the available enhancements to the Certified Municipal Manager designation are “Property Standards Specialist” and “Property Standards Professional”.

3) MINUTES OF THE 43RD ANNUAL GENERAL MEETING HELD ON WEDNESDAY, MAY 31, 2017 AT ALGONQUIN COLLEGE IN OTTAWA, ONTARIO

Motion from the floor to accept the minutes as presented.

Moved by: John Lane, City of Hamilton
Seconded by: Sylvie Leonard, City of Timmins

CARRIED

4) PRESIDENT’S REPORT

President Luzi delivered his report, highlighting the accomplishments of the Association over the past year.

5) FINANCIAL REPORT

Treasurer Derek Petch delivered his report. Director Petch indicated that a third GIC in the amount of \$20,000.00 had been purchased by the Association. The GIC is invested with TD Bank.

Treasurer Petch explained that he had encountered some difficulty in attempting to secure a credit card for the Association. The current structure and signing requirements for the Board preclude a credit card from being a viable option at this time.



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Lastly, Treasurer Petch advised that the Association's accountant is working with him to streamline the Association's financial record keeping.

Moved by: Derek Petch, Venerable Member and Treasurer
Seconded by: Justin Harris, City of Kitchener

CARRIED

6) COMMITTEE REPORTS

A) ATS REPORT

Vice President Kristen Bickers was unable to attend the Annual General Meeting due to a personal matter. Director Kevin Narraway provided a verbal summary of her written report.

B) BUSINESS DEVELOPMENT

Director Trevor De Cristofaro delivered his report. Director De Cristofaro presented a promotional video that he developed in coordination with Director James Lefebvre and Director Philip Cassata. Director De Cristofaro indicated that after final editing the video would be made available to the membership and would be used to help promote the Association.

Director De Cristofaro and Director Lefebvre delivered a presentation about the proposed Doug Clark C.P.S.O. Scholarship Program. The Program will see one person with a demonstrable need for financial assistance receive assistance from the Association to provide them with one level of C.P.S.O. training. The Scholarship Program was presented to the membership for adoption.

C) C.P.S.O. CERTIFICATION

Director Shelly Kunkel delivered her report. Director Kunkel indicated that there are now a total of 888 Certified Property Standards Officers who have been awarded the C.P.S.O. designation by the Association.

D) COMMUNICATIONS

Director Kevin Narraway delivered his report. Director Narraway indicated that the website now has 98 members. There have been approximately 18,000 visitors to the website since the 2017 Annual General Meeting. The website now allows for online payments for membership renewals, Regional Conference registration, ATS registration, and C.P.S.O. certification. Director Narraway indicated that he will be exploring additional online payment options throughout 2018.



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Director Narraway spoke briefly about the Association's newsletter, the "Property Standard". Director Narraway indicated that the newsletter has been rebranded and that he is seeking content for the newsletter from the Association's membership.

E) EDUCATION

Director Philip Cassata delivered his report. Director Cassata spoke about the Association's bid that was submitted to the Ministry of Housing to provide training to municipalities regarding enforcement and administration of Property Standards matters in the wake of Bill 204. Director Cassata explained that the Association's bid was not accepted beyond the preliminary stage due to a perceived conflict of interest with the Association's Board of Directors.

Director Cassata indicated that he had received feedback from members about a desire to include training about administrative monetary penalties as part of the Association's educational programming. Director Cassata indicated that this is currently being explored and will be discussed further with the members of the Education and Training Committee in advance of the 2019 Annual Training Seminar.

F) LEGISLATION

Director Jennifer Therkelsen delivered her report. Director Therkelsen provided an overview of the Cannabis Act and the potential impacts to municipalities.

There was a suggestion from the floor, from Brian Green, Venerable Member, that the Building Code Act be amended to allow municipalities to undertake minor Emergency Orders without the need to make an application to Superior Court. Mr. Green suggested that there should be a dollar threshold implemented where if the cost of an Emergency Order was below a certain threshold then an application to the Superior Court would not be required in order to confirm an Emergency Order. The Board of Directors will take Mr. Green's suggestion into account during the next available opportunity to recommend amendments to the Building Code Act.

G) MEMBERSHIP

Director James Lefebvre delivered his report. Director Lefebvre provided an overview of the membership database and its functionality, indicating that the database is now substantially complete.

Additionally, Director Lefebvre indicated that a marketing committee had been established to promote the Association in view of the impacts of Bill 204.



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Lastly, Director Lefebvre advised that email marketing blasts to those municipalities affected by Bill 204 would begin in the summer of 2018. The purpose of these emails is to attract impacted municipalities to the Association's training and education programs, and to become part of the Association's membership.

Director Lefebvre concluded his presentation by thanking Sylvie Leonard, City of Timmins, for her assistance in maintaining the membership database.

H) PROFESSIONAL DEVELOPMENT

Director Stephen Jamieson delivered his report. Director Jamieson highlighted the 2017 Regional Conference held in Pickering, Ontario. In addition, Director Jamieson advised that the 2018 Regional Conference would be held on November 23, 2018 in Guelph, Ontario.

Director Jamieson indicated that Property Standards Appeal Committee Training was delivered by Director Len Creamer to Red Lake, Ontario via online training.

I) BY-LAWS

Director Len Creamer delivered his report. Director Creamer indicated that the Association's parent by-law was being maintained in good standing. Director Creamer indicated that inflationary fee increases had been applied to the Association's fees.

Director Creamer advised that the Board has implemented a compensation structure for the Association's instructors. Instructors will now be compensated at a rate of \$300.00 per day of training for dedicated training sessions held outside of the Annual Training Seminar. Sessions held outside of the Annual Training Seminar require instructors to commit additional time off from their primary employment to the Association. Director Creamer explained that compensation was necessary for dedicated training as these sessions were above and beyond the initial volunteer commitment made by the Association's instructors. Authorization to compensate instructors is within the scope of the Board of Directors and does not require a formal by-law amendment to be approved through the membership. Instead, compensation provisions can be added to a schedule to the by-law, which the Board has the ability to modify.

General discussion from amongst the membership about compensation for instructors ensued. There was discussion about the need to compensate instructors for all training, not just dedicated training, however no formal motions were brought forward in this regard.

J) REGIONAL CHAPTERS



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Director David Chatwell was unable to attend the Annual General Meeting due to an employment commitment. Director Kevin Narraway presented a verbal summary of his written report.

K) AD HOC COMMITTEES

OBOA LIASON

Director Shelly Kunkel provided a brief update about the Association's partnership with the Ontario Building Officials Association.

MINISTRY OF HOUSING LIASON

Director Len Creamer provided a brief update about the Association's bid for training that was submitted to the Ministry of Housing to provide training to municipalities regarding enforcement and administration of Property Standards matters in the wake of Bill 204.

ONTARIO MUNICIPAL MANAGEMENT INSTITUTE LIASON

Director Len Creamer provided an introduction about a proposed "executive" level designation for Property Standards enforcement for the Certified Municipal Manager program through the Ontario Municipal Management Institute. Director Creamer indicated that this designation would not be achievable for all members, and that it was being developed to recognize those persons who have provided exceptional contributions to the Association.

RISK MITIGATION PROJECT

Past President Warwick Perrin presented a brief overview of the risk mitigation project. Shayne Turner, City of Waterloo, indicated that the project has advanced as there is now a joint website managed by the Municipal Law Enforcement Officers' Association of Ontario and the Ontario Association of Property Standards Officers that is in its final stages of development. This project is in abeyance and will be released at some point in the future.

Motion from the floor to adopt all committee and ad hoc reports as presented.

Moved by: Peter Clark, Life Member
Seconded by: Joeseeph Perrone, Life Member

CARRIED

7) PRESENTATIONS

Director Kevin Narraway, Director Trevor De Cristofaro, and Director Warwick



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Perrin delivered a presentation about a proposed C.P.S.O. recertification program. Highlights of the program included the ability for C.P.S.O.s to recertify through continued education and/or involvement in the field of Property Standards.

General discussion from the membership ensued. There was a suggestion from Gina Vescio, Life Member, that the Association consider providing a recertification exam or online training program rather than a robust recertification program.

8) ELECTION OF OFFICERS

There are four positions to be elected for a three year term of office as Directors of the Association's Board.

Terms that have expired are as follows:

Director Kevin Narraway
Director Philip Cassata
Director Stephen Jamieson
Director Trevor De Cristofaro

Nominations for the four positions for the three year terms were as follows:

Kevin Narraway was nominated by Derek Petch, Venerable Member, seconded by Trevor De Cristofaro, City of Pickering.

Philip Cassata was nominated by James Lefebvre, City of Timmins, seconded by Kevin Narraway, Town of Whitby.

Stephen Jamieson was nominated by Sylvie Leonard, City of Timmins, seconded by Jennifer Toste, City of Kawartha Lakes.

Trevor De Cristofaro was nominated by Italo Joe Luzi, City of Vaughan, seconded by Derek Petch, Venerable Member.

After a call to those in attendance there were no further nominations from the floor.

The term of office for those elected/appointed will expire at the conclusion of the first meeting of the Board of Directors after the Annual General Meeting in the year 2021.

Being that there were four nominations for the four positions available for the three year term of office as Directors of the Association's Board, all four nominees were acclaimed as Directors to the Association's Board.

9) NEW BUSINESS



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Jennifer Toste, City of Kawartha Lakes, impressed upon the Association the need for expanded online payment solutions in the future, including e-transfers.

10) MOTION TO ADJOURN

Motion to adjourn from the floor.

The 44th Annual General Meeting of the Ontario Association of Property Standards Officers' was adjourned at 4:05 p.m.