



**45th ANNUAL GENERAL MEETING  
OF THE MEMBERSHIP OF THE  
ONTARIO ASSOCIATION OF PROPERTY STANDARDS OFFICERS,  
COMMENCING AT 1:30 P.M., WEDNESDAY, May 29, 2019  
Cambrian College, Sudbury, Ontario**

**AGENDA**

**1) CALL TO ORDER: 1:30 p.m.**

Opening remarks by the Chairman, Past President Joe Luzi  
Introduction of the current Board of Directors

**GUEST SPEAKER:** Bill McKim (OMMI CMM overview for OAPSO membership).  
Encouraging membership to make application to obtain CMM. Four  
(4) levels of CMM. Various partnerships with provincial organizations  
including OAPSO.

**2) Minutes of the 44th Annual General Meeting held Wednesday, May 30, 2018 at  
Niagara College, Niagara-On-The-Lake, Ontario.**

Adoption of Minutes; and Matters arising there from;

Moved: Brian Green

Seconded: Warwick Perrin

Carried

**3) PRESIDENTS REPORT:** *(Mr. Phil Cassata) Phil addressed the membership and provided overview of elections and the significant effort of the current Board to organize the 2019 ATS.*

**4) FINANCIAL REPORT:** *(Mr. Derek Petch) Provided financial overview of OAPSO. Accountant has confirmed finances are accurately reflected and meets all Federal standards. Current balance (May 10) was at \$180,000. Derek confirmed OAPSO has secured a corporate credit card. Overview of GIC's – reinvestment and percentage of returns stipulated. Accountant report forms part of the financial overview in handouts.*

**5) COMMITTEE REPORTS:**

**(a) Financial Report** (Derek Petch) report moved by Derek, seconded by Shayne turner. Carried

**(b) Annual General Meeting and Education Seminar** (Kristen Bickers) *ATS filled quickly and OAPSO accommodated all participants. Total of 149 participants. 2020 ATS will be held in London Ontario.*

Moved: Kristen Bickers

Seconded: Denise Stephenson

Carried

**(b) Business Development** (*Trevor De Cristofaro*) Introduced Doug Clark scholarship program. Attending AMCTO and OBOA and also attending Northern event. Promotional video on website. Swag for 2019 was different.

Moved: Trevor DeCristofaro  
Seconded: Dave Chatwell

Carried

**(c) Certification** (*Shelly Kunkel*) 43 persons received certification this year. Revamped certificate and framed document.

Moved: Shelly Kunkel  
Seconded: Brian Green

Carried

**(d) Communications**

1. **Newsletter** (*Kristen Bickers*)
2. **Website** (*Kristen Bickers on behalf of Kevin Narraway*)

Kristen spoke on behalf of Kevin Narraway – articles of interest, Facebook account and job postings can be sent to Kevin. One newsletter has been sent out and another is expected before the end of the summer 2019.

Moved: Kristen Bickers  
Seconded: Patti Wright

Carried

**(d) Education (Certification Training Committee)** (*James Lefebvre*) 3 dedicated training sessions, Vaughan and Brampton hosted – 103 participants. Certificates of completion have been sent out electronically (traditionally hard copy).

Moved: James Lefebvre  
Seconded: Warwick Perrin

Carried

**(e) Legislation** (*Len Creamer*) Reviewed legislative report and spoke on items that have been passed. Protecting what matters most Act – broad Bill - Schedule 60 is of particular concern. Access to Tribunal records forms part of this change. No firm date for implementation.

Moved: Len Creamer  
Seconded: Garry Anderson

Carried

**(f) Membership & Registrar** (*Jennifer Therkelsen*) Evolution since she took on this portfolio – all documents are now shifted for ease of access. Simplified process. Online payments introduced and expanding this to membership.

1565 active members currently. Ensuring information is accurate and working with business development.

Moved: Jen Therkelsen  
Seconded: Jean Sarrault

Carried

- (h) Professional Development Committee** (Stephen Jamieson) Great speakers for 2019 – dynamic group and need speaker topics of interest for 2020 ATS. Regional conference in fall 2018. More PS Appeal Committee training had been a focus with aid of L Creamer and G Anderson. Want OPAOS continue to be the leader in PS issues.

Moved: Stephen Jamieson  
Seconded: Mark Russell

Carried

- i) Part 4
  - ii) Regional Conference
  - iii) Property Standards Appeal Training Sessions
  - iv) Speakers Representation
- (i) Resolutions and By-laws** (Len Creamer) Several amendments to OAPSO Bylaw. Over the next few months – OAPSO will revise SOP for each Directorship portfolio. Current Bylaw is over 7 years old – should you like to see changes contact Len directly with suggested changes.

Moved: Len Creamer  
Seconded: Trevor DeCristofaro

Carried

- (j) Regional Chapters** (Dave Chatwell) To ensure Chapters are more active they will host the regional conference. Chapters and Professional Development will work collaboratively to ensure this transition is a success. Dave wishes to have more interaction between Chapter chairs to share topic ideas and speaker attendance.

Moved: Dave Chatwell  
Seconded: James Lefebvre

Carried

**(k) Ad Hoc Committees**

- (a) OBOA Liaison** (Shelly Kunkel) – John Lane OBOA liaison sends greetings. OBOA is currently working with new Minister and changes to BCA and harmonization with national BCA. Training ½ day OBOA training initiatives. Major outreach to College and University – over 50% of building officials can retire in the next few years.

- (b) **Ministry Liaison** (Italo (Joe) Luzi) – Last year has seen property standards/maintenance transition (July 1<sup>st</sup> 2018) to municipalities from Ministry responsibility. 145 municipalities downloaded PS enforcement from Ministry. Ministry has not received any issues with these municipalities to date. Most have not passed own PS Bylaw. They are continuing with recruitment of adjacent municipal enforcement personnel should a complaint be registered. Anticipated that these municipalities will have to pass dedicated regulations specific to their areas of responsibility.
- (c) **Ontario Municipal Management Institute (OMMI)** (Len Creamer). Len wanted to reinforce Bill's early encouragement of OAPSO membership applying for OMMI designation. Len has applications and is available to assist. (Joe Luzi) did indicate his Presidency and his OMMI designation assisted in securing current position with Vaughan.
- (d) **Risk Mitigation Project** (Warwick Perrin – Special Consultant) W Perrin deferred update to Shayne Turner as the lead on this project. Shayne confirmed many organizations involved from MLEO etc. Provide guidance to municipalities and various risks – Officer safety, reputation and legal risk etc. This project will be completed by September 2019. Final document will be available on both OAPSO and MLEO website. Minimum standards for hiring practices and minimum SOP for Officers. Shayne provided a general overview of the intent of the project – dynamic program that will continue to evolve. Currently PS/Officers are the most unregulated enforcement groups in the province. Significant discrepancy in equipment/training for Officers across the province.

Moved: Kristen Bickers  
Seconded: Ken Andrus

Carried

## 6) NEW OR UNFINISHED BUSINESS:

NONE

## 7) ELECTION OF OFFICERS:

Pursuant to Article 7:01 of By-Law One, there are (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.

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 2021.

Joe Luzi provided overview of Directorship commitments and timelines. Volunteer based and driven. Any individual must be an OAPSO member and

involved in the PS industry. Term is for 3 years. President has discretion to appoint portfolios to each Director. Four (4) Board meetings annually.

Election being operated by Joe Luzi with assistance from Len Creamer and Trevor DeCristofaro (assistance Denise Stephenson). Joe – last call for nomination forms (as of 2:41 p.m.) – nominations closed. All nominations read by Joe Luzi:

Ken Andrus – declined nomination  
Jennifer Therkelsen – accepted nomination  
Allison Henshall – accepted nomination  
Derek Petch – accepted nomination  
Scott Graham – declined nomination  
Shelly Kunkel – accepted nomination  
Abby Darbaj – accepted nomination  
David Chatwell – accepted nomination  
Mark Russell – accepted nomination

Directors (3-year term) are as follows:

- (1) Derek Petch
- (2) Jennifer Therkelsen
- (3) Abby Darbaj
- (4) Allison Henshall

Director (2-year term) is as follows:

(Shelly Kunkel/Dave Chatwell/Mark Russell are considerations for 2 yr term)

Successful candidate for 2-year term is as follows:

- (1) Dave Chatwell

Motion to destroy voting ballots:

Moved: Warren Ziegler  
Seconded: Brian Green

Carried

## 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*

*Joe Luzi was asked about future dedicated training. Vaughan is planning on this later in 2019 as is Scugog.*

## 9) MOTIONS / RESOLUTIONS:

Note: *There are motion forms available from the Recording Secretary (Craig Calder) All Motions are to be put in writing and handed back to the Secretary, with both signatures from who moved the motion and the seconder.*

**NONE FROM THE FLOOR**

**10) CLOSING COMMENTS:**

**11) ADJOURNMENT:**

Motion to Adjourn: Denise Stephensen

**May 29, 2019, 3:42 p.m.**