

O.A.P.S.O.
42nd Annual General Meeting

Wednesday, June 1, 2016
Canadore College, North Bay, Ontario

1) CALL TO ORDER:

At 1:40pm President Italo Joe Luzi called the meeting to order and welcomed all present. President Luzi commented that the training was going smoothly.

Guest Speaker: none

2) MINUTES OF THE 41st ANNUAL GENERAL MEETING HELD Wednesday, May 27, 2015 at St Lawrence College, Kingston, Ontario.

Adoption of the Minutes and matters there from;

Moved by: Shayne Turner, Waterloo

2nd by: John Lane, Hamilton

CARRIED

3) PRESIDENTS REPORT: (Italo Joe Luzi)

Welcome to the 42nd Annual General Meeting of the Ontario Association of Property Standards Officers. Our Association's relentless pursuit of excellence in our endeavors ensures we remain the leading authority of property standards bylaw enforcement in Ontario which forms the foundation for OAPSO and it remains the primary corner-stone of the Association.

Our 2016 Annual Training Session is in full swing with a at-capacity registration which underscores the value and demand for our Training Programs and the continued interest in our Professional Development Courses. We have delegates registered from many parts of this province.

Our instructors continue to deliver the unparalleled and exclusive OAPSO Certification Training Program. When this training is coupled with continuing education and in-demand Part IV curriculum, it becomes clear why OAPSO is mandated by the Provincial Government to certify those members of the Association who meet the established qualifications thereby permitting the designation of C.P.S.O. "Certified Property Standards Officer".

Over the past year, our Board of Directors have been guided by initiatives and tasks that I put forward in September 2015. We collectively move forward in keeping in step with the property standards bylaw enforcement spectrum in Ontario.

The following simple concepts are:

- Increase OAPSO's exposure/profile via social media
- Promote our association and our Certification Training Program in all municipalities throughout the Province

- Develop and implement a certification maintenance program that maintains the credibility of the association while keeping our members with continuous pride of the CPSO designations.
- Manage/promote our website keeping our members and audience engaged in current and emerging bylaw enforcement issues
- Enhance our website to include: inter-active features that enable our members to view their status with OAPSO; use the website as a valued resource tool, provide a forum to bring forward any issues within our industry; explore and include other features designed to enhance the overall web experience for the user
- Investigate the feasibility and options for electronic-based training/pre-training to further promote our Certification Training Program
- Complete the re-alignment of our training program to ensure all facets of the training dovetails in a comprehensive and detailed way while at the same time, remaining challenging and ensuring the minimum standard for success/certification are not compromised

Our volunteer team has been very busy over the past year with various tasks and initiatives designed to work towards and realize the goals noted above. Each of our Board of Directors will provide updates on their various portfolios and provide a summary of our achievements as well as our challenges with each of these initiatives. This meeting is designed to provide the membership with the status of the Association and your opportunity to seek clarity on any issue. We welcome your questions and comments.

In closing, I remain loyal to the OAPSO cause and I continue to serve the membership always with your best interests in mind.

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

Moved by: Italo Joe Luzi
Seconded by: Garry Anderson

CARRIED

4) FINANCIAL REPORT: (Mr. Craig Calder)

Director Calder distributed a copy of the Financial Statement and the Review Engagement Report for the year ending, December 31, 2015 that was prepared by the Chartered Accountant, Graham Mathew. There were no irregularities found.

Upon reviewing O.A.P.S.O.'s financial records, the Accountant found no irregularities in our bookkeeping or associated financial records. A variance of \$0.12 for 2015 expenditures and deposits was identified and this minor discrepancy was acceptable to the Accountant.

Three (3) GIC's have been purchased – approximately \$20,000 each.

I am pleased to confirm to the membership that our association continues to be financially sound.

Balance of account as of April 25, 2016 is \$161,993.91

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

That the Financial Report be confirmed and adopted as presented.

Moved by: Craig Calder

Seconded by: Dave Chatwell, Township of Stouville and Gino Vescio, Life Member

CARRIED

5) COMMITTEE REPORTS:

(a) Annual General Meeting and Education Seminar (Kristen Bickers). Verbal Report.

Registration went smoothly and students were very appreciative of their swag and manuals. All classrooms are almost at full capacity with approximately 200 in total attending this year.

Through the silent auction and ticket draws, \$1923.00 has been collected for the charity Habitat For Humanity. This will be posted in the next newsletter.

Buses for the President's dinner have been arranged with pickup at the residence.

Business Development (Trevor DeCristofaro)

The 2015/2016 season has been full of changes for the OAPSO Board of Directors. In the last year we have started doing career days reaching out to the law-enforcement community and will continue to do so for the 2016/2017 season. We are connecting with the community colleges and educating people on the careers of the property standards officer.

It seems there are more people who don't know what we do than those who do. Part of our job as the board is to educate not only career minded people but also those that run municipalities, cities and towns, giving them an understanding of our role as CPSO's.

OAPSO has new items for sale (t-shirts, sweatshirts, toques, hats and more). Be sure to visit us on line to view the items that will be available at some of our training programs throughout the year.

(b) Certification (Shelly Kunkel)

There are presently 792 certified property standards officers.

All Certification applications will be reviewed by the Certification Committee prior to a regular Board meeting in January, April and September.

Do you qualify as a CPSO or CPSO(A)?

C.P.S.O. requires two (2) consecutive years of field experience as a Property Standards Officer and has successfully completed the educational requirements and other criteria as established by the Board.

C.P.S.O.(A) **may** be granted to individuals who are engaged in the administration or enforcement of legislation governing the maintenance, occupancy, repair, and improvement of property and the environment through a Property Standards Bylaw established pursuant to the Ontario Building Code Act but NOT have attained the required two (2) consecutive years of field service as a Property Standards Officer.

Applications recommended by the Certification Committee and approved by the Board of Directors will receive a certificate signifying the right to use the initials and Certification 'C.P.S.O. Certified Property Standards Officer of C.P.S.O.(A) Certified Property Standards Officer (Associate). All certified members must remain a member in good standing with the Association and satisfy the requirements and obligations thereof in order to retain the Certification as a CPSO or CPSO(A).

Are you a CPSO in good standing?

All certified CPSO individuals whose membership is not in good standing, your 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 Officers as stated in Section 2.04 of the OAPSO Bylaw No.1

As of the Board meeting in April 2016:

- 10 applications have been received and under review
- 424 CPSO's are in Good Standing
- 560 CPSO's are not in Good Standing

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

(c) Communications:

1) Newsletter – (Kristen Bickers)

The newsletter continues to thrive and a thank you goes out to the OAPSO members who provided interesting articles. The Property Standard ranks amongst one of the most professional in our industry, both in print and as an electronic version.

Mandy Habermehl was unable to help out this year as she was very busy with her own career and young family. I would like to extend my appreciation to her and wish her all the best with her future and family.

Spence Printing helped with the printing and organizing of this copy.

The future of the Property Standard looks very bright and I am excited to continue to provide you all with the best newsletter that OAPSO can provide.

2) Website – (Kimberly Bimm)

Director Bimm enclosed a copy of the 2016 Website Report in all packages for the students and Board members.

The website traffic has been down this year but there is an increase in new users. Peak time for users is January compared to April last year. 98% of the users are from Ontario. I would like to see mobile devices used in the future.

Pay Pal was going to be included in the website but was not logical. Items to be purchased are shown on the website for all to purchase at conferences, regionals, AGMs, etc.

Employment opportunities are posted on our website but the Website Forum is not being used but Facebook is being used.

3) Social Media (James Lefebvre)

With representatives from over 225 Ontario municipalities and Government agencies, the Ontario Association of Property Standards Officers is provided with a diversity of experiences to draw upon. OAPSO is now making it easier for fellow Ontario Property Standards Officers to connect and draw upon those experiences with the launch of their new and exciting Facebook page.

The new page will provide information on new programs, training opportunities, exciting stories on trending topics, and help you network with fellow industry masterminds and professionals across the country. You will even find messages from the President, Mr. Italo Joe Luzi. We hope that this new Facebook page will be an exciting way for you to get updates and stay connected. You can also join the conversation on our new Twitter feed. We hope you enjoy the new face of OAPSO

(d) Certification and Training Committee (Philip Cassata)

The Certification and Training Committee continue to meet on a regular basis with the last meeting held on June 1 2016. We continue to discuss ways to improve the products we are providing and review our training overall.

Manual Updates:

- The amendments/changes to the exam questions have been made for the 2016 exams
- The manuals for all three parts have been reviewed and amended to reflect changes including dates to the projects and sample documents

- Revisions on Part 3 Search Warrant power point content is almost complete
- New formatting and backgrounds for all power points are underway

Instructor Recruitment:

Ken Andrus is our newest instructor for Part 2 Construction. A thank you goes out to Brian Green for his contribution in instructing.

(e) Legislation (Kevin Narraway)

As a new member of the Board, I am responsible for monitoring the development of various pieces of Provincial and Federal legislation that may impact our field.

The following is a list of the new or developing legislation, along with a brief explanatory note about the purpose, scope and intent of each piece of legislation:

- 1) Ontario's Response to the Recommendations of the Elliot Lake Commission of Inquiry.
Explanatory Note: Since receiving the final report of the Elliot Lake Commission of Inquiry on October 15, 2014, Ontario has taken a number of steps to address the recommendations, in addition to its ongoing efforts to help ensure similar events are not repeated.
- 2) Ontario Increasing Protections for Condo Owners – Province Proposing Changes to Support Stronger Condo Communities.
Explanatory Note: Ontario has introduced new legislation to increase protection for condo owners, improve how condo corporations are run, and ensure that condo boards are governed professionally. The proposed Act marks the first major overhaul of the province's condominium laws in more than 16 years.
- 3) Ontario Moving Forward with Accessibility Certification Program – Province Encouraging Businesses to Be Leaders in Accessibility.
Explanatory Note: the Province is exploring options for a new accessibility certification program.
- 4) Bill 11, Radon Awareness and Prevention Act, 2014
Current Status: Ordered referred to the Standing Committee on General Government.
Explanatory Note: The Bill proposes to enact the Radon Awareness and Prevention Act, 2014 and to amend the Building Code Act, 1992 with respect to radon.
- 5) **Ontario Partners With Airbnb on New Pilot Project**
Explanatory Note: Ontario is recognizing the economic potential of the sharing economy by partnering with Airbnb to launch a new pilot project.
- 6) Ontario's Resuming Rabies Vaccination Bait Drops
Explanatory Note: Ontario is actively responding to the 76 cases of confirmed rabies in parts of southwestern Ontario by resuming rabies vaccination bait drops in those areas beginning April 1.
- 7) **Ontario Taking Further Steps to Protect People From Second-Hand Smoke and Vapour**
Explanatory Note: Ontario is proposing to strengthen its smoking laws to better protect people from second-hand smoke, whether from a tobacco product or

medical marijuana. The province is also proposing changes to regulate the use, sale, display and promotion of electronic cigarettes.

8) **Bill 165, An Act to Regulate Home Inspectors**

Current Status: Ordered referred to the Standing Committee on Regulations and Private Bills.

Explanatory Note: Home inspections are a good tool for homebuyers, especially new ones. The regulation of home inspectors will ensure the health of the industry and will create accountability that is helpful for consumers. As a complexity of home inspections rises, licensing will raise the standards of the industry.

9) **Bill 204, Residential Tenancies Act** – new. Will have the Ministry’s input for the Property Standards Bylaw.

(f) Membership & Registrar (Shelly Kunkel)

Membership Annual Report:

76 municipalities, 537 paid members as of April 1, 2016.

Director Kunkel enclosed a copy of this report in all of the student packages.

As of May 30, 2016, there have now been 1073 Memberships received.

The City of Toronto is not included as they will be paying in the near future. Some of their members have paid individually and will get reimbursed from the City of Toronto.

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

h) Professional Development Committee Report: (Catherine Goddard)

1. **Property Standards Appeal Training:** this year the training was held in the Town of Tillsonburg and Stormont. The instructors were Garry Anderson and Len Creamer. If your municipality would like to arrange for in-house training, please contact me.
2. **Regional Conference:** this conference was held in the Town of Caledon. A thank you goes out to former board member, Noreen Knight for helping with the arrangements. Topics included: Hoarding, Marijuana Grow Operations, Uber, Customer Service Excellence, Risk Mitigation Presentation and discussion on Mental Health.

Nicole Papke, City of Cambridge is working with me to arrange the 2016 Regional Conference, November 18, 2016.

3. **Part IV at AGM:** this year’s session filled up quickly and the topics included:
 - Mental Health First Aid Canada Certification Training – Mireille Huneault of CMHA
 - Prohibiting Occupancy – Gloria MacNeil, City of Kitchener & Shayne Turner, City of Waterloo
 - Radon Gas – Bruce Decker of Safetech Environmental

j) Resolutions and By-laws: (Len Creamer) Records Retention is to be looked at in the very near future. Changes that are Bylaw driven have to come to the AGM for approval by the members.

k) Regional Chapters: (Derek Petch) There are currently nine (9) active Chapters across the province representing approximately 100 municipalities. I have also been in contact with Penetanguishene and Timmins regarding 2 additional Regional Chapters. Eight (8) of the nine (9) Regional Chapters now have a Chair to ensure the group will remain intact. I will continue to be in active communication and dialog with the various groups which have kept me apprised of activities and the progress of the various Chapters.

The Eastern Ontario Chapter met in February and elected a new executive. The Niagara Chapter met in early April and had presentations from Public Health and dealt with Chapter business regarding the administration and local issues. The York Region Chapter also met in April and had speakers talking about “Building a Tool Box For Dealing With Persons In Crisis – A Case Study” and an investigator from the Office of the Public Guardian and Trustee.

I would encourage all members who are not already involved in a Regional Chapter to find one close to your municipality or even consider starting one of your own. If you are already involved with Regional Chapter consider becoming a member of the Executive and bring a different perspective to the group. Running a Regional Chapter does have challenges but there is support from the OAPSO Board to obtain information on topics and speakers.

That all Committee Reports be confirmed and adopted as presented:

Moved by: Ken Andrus, Port Hope

2nd by: Jenn Toste, Kawartha Lakes

CARRIED

i) Ad Hoc Committees

- a) OBOA Liaison (Shelly Kunkel):** OAPSO continues to have good relations with the OBOA. Directors Trevor DeCristofaro and Shelly Kunkel attended the latest OBOA Conference. The OBOA conference always welcomes OAPSO.
- b) Ministry Liaison: (Kevin Narraway)** Jim Torretto from the Ministry of Municipal Affairs and Housing was invited to the 2016 AGM by President Luzi. Mr Torretto sent regrets but the Ministry was represented by Cathy Trepanier. President Luzi has developed a relationship once again with the Ministry.
- c) Ontario Municipal Management Institute (OMMI): (Len Creamer)** For several years our Association has enjoyed a working partnership with the Ontario Municipal Management Institute. In addition to our certification process, members can achieve recognition for their work and experience as a Certified Municipal Manager, as well as designation as a Property Standards Professional. The OMMI allows employees to showcase their highlights to show what they can do.

Over the last year the following members have been recognized through OMMI:

- Aaron Sloan, CMMI MLE Professional, Property Standards Professional
 - Brent Lee, CMMI MLE Professional, Property Standards Professional
 - Matthew Gill, CMMI Property Standards Professional
 - Derek Hill, CMMII Property Standards Professional, MLE Executive
- d) **Risk Mitigation Project** (Warwick Perrin): not much has happened in the last six (6) months. AMCTO has made contact but is moving slow.

That all Ad Hoc Committees be confirmed and adopted as presented:

Moved by: Brian Green, Southgate

2nd by: Gino Vescio, Life Member

CARRIED

6. NEW AND UNFINISHED BUSINESS:

- a) Brian Green, Southgate – Director Narraway stated legislation is amending the Act for Building Emergency Orders. Can legislation be changed?
- b) Shayne Turner, Waterloo – Building Code Review with the Ministry about the Act. An ad hoc committee should be developed to make a case to the Ministry.
- c) Stephen Jamieson, Guelph – reports regarding affordable housing should be in the future (Bill 204 – Residential Tenancies Act)
- d) Aaron Sloan, Kawartha Lakes – Councils to promote enforcement of property standards. We will come up with a Business Plan.
- e) Ken Andrus, Port Hope – minutes of last AGM were not in the package for members to read.

7. ELECTION OF OFFICERS:

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:

- Len Creamer, Director
- Derek Petch, Director
- Kimberly Bimm, Director
- Shelly Kunkel, 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 2019. The first Board meeting will be Thursday, June 2, 2016 at 7:00am

Members must be in good standing and fees paid.

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

- Len Creamer, Clarington
- Derek Petch, Ottawa
- Kimberly Bimm, Kitchener

- Shelly Kunkel, Brantford
- David Chatwell, Stouffville
- Chris Dewar, (not in attendance)

The successful candidates for the 2016 to 2019 term of office are:

- **Derek Petch, Ottawa**
- **Kimberly Bimm, Kitchener**
- **Shelly Kunkel, Brantford**
- **David Chatwell, Stouffville**

NOTE: scrutineers were Shayne Turner, Kitchener, Gino Vesio, Life Member. No spoiled ballots.

Motion to destroy the ballots. Moved by: John Lane, Hamilton 2nd by: Garry Anderson, Brantford
Completed by Past President, Warwick Perrin.

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

9. MOTIONS / RESOLUTIONS: none

10. CLOSING COMMENTS: Gino Vescio, Life Member announced on behalf of the membership, thanks to Len Creamer for all of his support over the past years as a Director.

Shayne Turner, Waterloo thanked the Board for another successful year.

President Luzi thanked all membership for coming and announced the President’s Dinner will be served in the cafeteria at 6:30pm with cocktails at 5:30pm

11. ADJOURNMENT: 3:25pm

There being no further Association Business it was

Moved by: Sylvie Leonard, Timmins 2nd by: Chris Peck, St Thomas

That the 42nd Annual General Meeting of the membership of the Ontario Association of Property Standards Officers be adjourned.

CARRIED