



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Monday, June 6, 2022 at 5:30 p.m.

LOCATION: Video Conference (Zoom)

PRESENT: Sean Kenney – President
Tonia Bennett – Vice President
Mark Hacon – Treasurer
Trista Di Lullo – Secretary
Ian Clendening
Kathy Lessard
Denise Rundle
Christine Vigneault

1. Call to Order

President Sean Kenney called the meeting to order at 5:36 p.m.

2. Approval of Agenda

That the agenda be approved as circulated.

Moved by: Tonia Bennett

Seconded by: Mark Hacon

CARRIED

3. Approval of May 9, 2022 Minutes

That the minutes of May 9, 2022 be approved as circulated.

Moved by: Mark Hacon

Seconded by: Tonia Bennett

CARRIED

4. Approval of Treasurer's Reports

That the Treasurer's Reports for January - May 2022 be approved as circulated.

Moved by: Tonia Bennett

Seconded by: Kathy Lessard

CARRIED

5. Committee Reports

a) Conference Planning

- i. Speaker Update – Christine reported that at least 4 additional speakers are needed. Sean indicated he was encountering challenges obtaining a speaker for the role Committees of Adjustment play in city and town building. Ian suggested John Ewart as a potential speaker, with a potential topic of “what to do when things go wrong”. Christine and Trista indicated interest in being part of a Secretary-Treasurer panel. Christine indicated that she had not heard back from the keynote speaker, and Tonia was looking into a potential

speaker from HR Live. Tonia reported that the Peterborough Mayor and local indigenous elder are confirmed to provide opening remarks.

- ii. Early Bird Registration – Mark mentioned that some conference registrants are booking early check-ins on the Tuesday, and recommended that the next email to membership clarifies the Wednesday evening conference start. To determine the early bird winners, two random numbers were selected and that number was used to determine the two winners as identified on the conference registration and hotel booking lists. The selected winners were Janice Sadgrove, City of Barrie (winner of free conference registration) and Kevan Sumner, City of Kenora (winner of free night's stay at the Peterborough Holiday Inn including dinner). Winners will be notified in the next email to membership.
- iii. Conference Swag – Mark indicated that conference hoodies for Board members are on order and t-shirts for conference attendees only need a couple weeks of lead time. Mark indicated he will reach out to the Peterborough Holiday Inn to see if any tourism swag can be obtained.
- iv. General Conference Planning – A discussion was held about conference social events, and it was suggested that the conference feature a live band (rock and roll music) to help celebrate OACA's 50th anniversary. Denise will contact the City and County Secretary-Treasurers in Peterborough to see if they are willing to assist during the conference.

b) Communications

- i. Conference Package – Christine indicated that workshop descriptions and speaker headshots are needed by June 27. Trista offered to assist with compiling the conference package.
- ii. Conference Social Media Updates – A brief discussion was held about a conference social media hashtag (ie. #OACAis50).

c) Finance and Administration

Mark indicated that there is a new OACA credit card. He also reported that the website will be moved to servers provided by our current website provider by September due to Moneris policies. He indicated that this move would provide more website functionality.

d) Education

- i. Committee of Adjustment Video Series – Christine provided an update and reported that there is a draft contract with Susan Votour to update the video series at a rate of \$25/hour. She indicated that the maximum budget is \$10,000 to update existing videos and create a new video on remote hearings. She also indicated that the Board will need to review the videos once updated.

That Susan Votour moves forward with updates to the Committee of Adjustment training video series.

Moved by Ian Clendening

Seconded by Sean Kenney

CARRIED

- ii. Call for Markers – Denise indicated that additional markers are needed for the Primer on Planning course, and suggested that a call for markers be advertised in the next email to membership.
- iii. Accreditation – Christine indicated that there is one outstanding accreditation application package that needs to be reviewed, and will schedule a time with Kathy and Trista to review.

e) Nominations/Election

Kathy indicated that information about nominations/elections should be included in the annual report, which is due 30 days before the AGM. She also reported that the call for nominations should be advertised starting in mid-July.

f) Governance

- i. Update on KPMG Best Practices - Christine reported that herself and Ian attended the meeting with KPMG to discuss Committee of Adjustment best practices. She reported that they outlined OACA's draft recommendations to the Province with the KPMG. She indicated that KPMG will reach out if they need more information. Denise suggested that KPMG may be a potential speaker for the conference, and offered to contact them.

Tonia left the meeting at 7:00 p.m.

g) Legislation

- i. AMO Meeting regarding Bill 109 and AMO Conference – Sean provided an update on this meeting, and indicated that impacts of Bill 109 were discussed as well as possible future pressures on Committees of Adjustment. He indicated that it was reiterated to AMO that OACA be consulted in future legislation updates.

6. Other Business

Mark reported that the Holiday Inn Toronto Airport provided better pricing on conference room rentals, as well as waiving the deposit and providing a rooftop garden area for an opening reception. As a result of this, he said the next in-person Board meeting may be shifted to the Holiday Inn Toronto Airport in order to determine the 2023 Seminar location.

7. Future Meeting Date

Next meeting is Monday, July 11, 2022 at 5:30 p.m.

8. Adjournment

Moved by: Christine Vigneault
Seconded by: Kathy Lessard

CARRIED

The meeting was adjourned at 7:26 p.m.

S. Kenney

S. Kenney, President

T. Di Lullo

T. Di Lullo, Secretary