



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Monday, May 9, 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
Alexandra Rawlings - Volunteer

1. Call to Order

President Sean Kenney called the meeting to order at 5:35 p.m.

2. Approval of Agenda

That the revised agenda order be approved as discussed.

Moved by: Ian Clendening

Seconded by: Denise Rundle

CARRIED

3. Approval of April 3 and 4, 2022 Minutes

That the minutes of April 3 and 4, 2022 be approved as circulated.

Moved by: Mark Hacon

Seconded by: Ian Clendening

CARRIED

4. Committee Reports

a) Education

Denise Rundle provided an update on the Primer on Planning course which is headed into the exam period. She indicated that additional markers will be needed in the future.

b) Conference Planning

- i. Speaker Update – Christine Vigneault provided an update and indicated additional speakers are needed, with the speakers list to be finalized at the next meeting. Ian Clendening and Sean Kenney are working on obtaining more speakers, and Christine Vigneault has reached out to keynote speakers.
- ii. Conference Swag – Mark Hacon indicated that t-shirts will be provided for all attendees, with hoodies provided for Board members.

- iii. 2022 Conference Planning – Since the boat cruise in Peterborough can only accommodate 80 seats, it was decided that an evening with live entertainment would be a better option. Mark Hacon indicated that 110 rooms have been reserved by the hotel for the conference, with the maximum the hotel can provide being 130 (not including rooms for board members).

Denise Rundle left the meeting at 6:00 p.m.

- iv. 2023 Seminar Location – Mark Hacon highlighted three choices, with the recommended option being the Hilton Toronto/Markham Suites Conference Centre and Spa as it provides good value.

That Kelly Cyr on behalf of OACA enter into a contract with the Hilton Toronto/Markham Suites Conference Centre and Spa for the 2023 OACA Seminar and that this location be used for the next in-person board meeting on August 8-9, 2022.

Moved by Christine Vigneault
Seconded by Sean Kenney

CARRIED

- v. 2023 Conference Hotel Information – Mark Hacon provided an update that the Sheraton Fallsview can provide the entire ballroom and meet and greet space at the Niagara Brewing Company. He indicated that Kelly Cyr will amend the hotel contract.

c) Finance and Administration

Mark Hacon provided an update on the new credit card available in OACA's name, which previously was in specific Directors' names. He indicated that the old card will remain useable for approximately 6 months. To provide the necessary documentation to the bank, Board confirmation is needed to authorize signing authority.

That the positions of President, Vice-President, and Secretary be named as signing authorities, as selected by the Board from time to time.

Moved by Tonia Bennett
Seconded by Kathy Lessard

CARRIED

d) Nominations/Election

Kathy Lessard confirmed that four (4) Director's positions are available for the upcoming election.

e) Governance

Nothing to report.

f) Communications

Trista Di Lullo indicated that an e-blast will be sent to members reminding them of the early bird registration deadline and prizes. She indicated that further information will be coming forward regarding plans for social media updates.

g) Legislation

Sean Kenney indicated that Bill 109 has been passed, but it is silent regarding Committees of Adjustment. He indicated that future legislation may directly impact Committees of Adjustment.

5. Other Business

Christine Vigneault indicated that KPMG is compiling Committee of Adjustment best practices for the Cities of Toronto and Ottawa and has reached out to obtain OACA's feedback and gain a better understanding of processes. She indicated that a meeting has been set up for May 18 and she will report back.

Sean Kenney indicated that there is an upcoming Bill 109 seminar and will circulate seminar details to Board members.

6. Future Meeting Date

Next meeting is Monday, June 6, 2022 at 5:30 p.m.

7. Adjournment

Moved by: Christine Vigneault

Seconded by: Tonia Bennett

CARRIED

The meeting was adjourned at 6:52 p.m.

S. Kenney

S. Kenney, President

T. Di Lullo

T. Di Lullo, Secretary