



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Sunday, November 13, 2022 to Monday, November 14, 2022

LOCATION: Simcoe Room, Horseshoe Resort, Barrie

PRESENT: Tonia Bennett – President
Trista Di Lullo – Vice President and Acting Secretary
Mark Hacon – Acting Treasurer
Ian Clendening
Sarah Hague
Sean Kenney
Alexandra Rawlings
Denise Rundle
Christine Vigneault

1. Call to Order

President Tonia Bennett called the meeting to order at 1:00 p.m.

2. Approval of Agenda

That the agenda be approved as circulated.

Moved by: Denise Rundle

Seconded by: Alexandra Rawlings

CARRIED

3. Approval of Minutes

That the minutes of September 27 and 28, 2022 be approved as circulated.

Moved by: Christine Vigneault

Seconded by: Sarah Hague

CARRIED

4. Approval of Treasurer's Reports

That the Treasurer's Reports (January - September 2022 Profit and Loss, January – October 2022 Profit and Loss, and September and October 2022 Balance Sheets) be approved as circulated.

Moved by: Ian Clendening

Seconded by: Sean Kenney

CARRIED

5. Committee Reports

a) Governance

i. Election of Treasurer and Secretary Board Positions

President Tonia opened up the floor for nominations for Treasurer and Secretary.

That Mark Hacon be appointed as Treasurer of the Association.

Moved by: Alexandra Rawlings

Seconded by: Christine Vigneault

CARRIED

That Sarah Hague be appointed Secretary of the Association.

Moved by: Christine Vigneault

Seconded by: Sean Kenney

CARRIED

ii. Appointments to Committees

The Committee discussed Committee assignments. Committees were appointed as follows:

That Trista Di Lullo be appointed Lead of the Communications/Social Media Committee.

Moved by: Denise Rundle

Seconded by: Christine Vigneault

CARRIED

That Christine Vigneault be appointed Lead of the Administration Committee.

Moved by: Tonia Bennett

Seconded by: Sean Kenney

CARRIED

That Ian Clendening be appointed the 2023 Seminar Chair.

Moved by: Christine Vigneault

Seconded by: Denise Rundle

CARRIED

That Ian Clendening, Sean Kenney, and Christine Vigneault be appointed as Co-Chairs of the 2023 Conference.

Moved by: Mark Hacon

Seconded by: Alexandra Rawlings

CARRIED

That Alexandra Rawlings be appointed Lead of the Education Committee.

Moved by: Christine Vigneault

Seconded by: Sean Kenney

CARRIED

That Christine Vigneault, Trista Di Lullo, Denise Rundle, Alexandra Rawlings and Sarah Hague be appointed to the Accreditation team.

Moved by: Mark Hacon

Seconded by: Tonia Bennett

CARRIED

That Sean Kenney be appointed Lead of the Legislation Committee.

Moved by: Christine Vigneault

Seconded by: Mark Hacon

CARRIED

b) 2022 Conference Wrap-up

- i. Survey Results – Ian provided an overview of the 39 responses received. It was suggested that a prize be offered for future conference feedback surveys to encourage responses. The keynote speaker was well received, and 87% of respondents indicated they met someone new. The Board members thanked Ian for putting together the survey and results.
- ii. Conference Finances – Mark reported a slight financial loss from the 2022 conference. Reasons for this loss include that the registration fee was lowered and that there were limited options to change the venue. One of the lessons learned is that a conference budget is needed, and this will need to be started in January for the 2023 conference. It was noted that inflation should be considered when determining 2023 conference fees, and a 15% increase in the conference member rate (\$690 total) was proposed.

c) 2023 Conference and Future Seminar Planning

Some of the ideas discussed for the 2023 conference include approaching Simply Voting as a potential conference sponsor and approaching Heather from AZ Group to have a conference booth or provide a video on how to login to the OACA website. Another idea was approaching Conference Direct to obtain quotes for livestreaming or recording conference sessions. Mark indicated that he would send the hotel contract to the conference co-chairs. Horseshoe Resort will be the location of the 2024 Seminar.

d) Communications

- i. Website Updates – Trista provided an update on the OACA website and indicated that updates will be made over the coming months to update board member bios, photos, and other outdated information. Some ideas discussed by the Board included sending out a “meet your Board directors” email to membership, creating an online form where members could submit recent OLT decisions, and asking membership to submit their forms to help update the online process directory. Other ideas included partnering with Novae Res Urbis (planning and development newsletter) or Municipal World to host their publications on the OACA website.

e) Finance and Administration

- i. Upcoming Audit – Mark indicated that the company the Association previously used for audits has split into two companies, and those the Association has previously dealt with are joining the new company (Thompson Goossens).

That Thompson Goossens Accountants LLP be authorized to complete the upcoming audit.

Moved by: Sean Kenney

Seconded by: Sarah Hague

CARRIED

- ii. 2023 Budget – Mark will circulate blank budget forms for the conference and overall budget to Board members.

f) Education

- i. Updates to Committee of Adjustment Training Videos – Alexandra provided an update on the training videos and indicated that they currently contain outdated information, so a disclaimer may be needed. A professional company or film students (such as students from Ryerson University or Sheridan College) will be needed for any major updates. It was suggested that videos for future years (2024 and beyond) use Powerpoint so they are easier to update.
- ii. Updates to Winter 2023 POP course materials – Christine provided an update and there was a discussion about increasing fees for the POP course, as well as putting a budget line item for future updates to the course. Christine will contact John Mascarin about potential updates to the course materials. The Board discussed the intended audience for the course as many municipal employees not in the planning sector are taking the course.

That \$20,000 be spent on updates to the POP course materials and updates to the training videos in the upcoming year.

Moved by: Sean Kenney
Seconded by: Alexandra Rawlings

CARRIED

g) Nominations/Elections

Nothing to report.

h) Legislation

- i. AMO Communications regarding Bill 23 – The Board reviewed and discussed the correspondence provided.
- ii. Bill 23 Update to Membership – Trista indicated that an email will be sent to membership.

6. Other Business

None

7. Adjournment

That the meeting be adjourned at 4:31 p.m. on November 13, 2022 and reconvened on November 14, 2022.

Moved by: Sean Kenney
Seconded by: Alexandra Rawlings

CARRIED



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(continued from Sunday, November 13, 2022)

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PRESENT: Tonia Bennett – President
Trista Di Lullo – Vice President
Mark Hacon – Treasurer
Sarah Hague – Secretary
Ian Clendening
Sean Kenney
Alexandra Rawlings
Denise Rundle
Christine Vigneault

1. Call to Order

President Tonia Bennett called the meeting back to order at 9:03 a.m.

2. AMO Communications

The Board resumed discussions about Bill 23 – *More Homes Built Faster Act, 2022*. The Board agreed that the membership would be expecting a high-level summary of the legislation to be provided.

3. Other Business

The topic of not increasing membership fees in 2023 was raised, despite increasing costs. The Board agreed that membership fees will need to be raised in 2024 by at least \$25. It was suggested that advanced notice of increased membership fees starting in 2024 be communicated on the website.

That OACA membership fees remain at \$150.00 for 2023, and that membership fees be increased in 2024.

Moved by: Sean Kenney
Seconded by: Christine Vigneault

CARRIED

The Board also had an extensive discussion about the current model of providing the POP course and proposed that a potential benefit analysis be undertaken.

The Board discussed future conference locations and it was agreed that Windsor remain the location for the 2024 conference. Possible locations for the 2025 conference could be Ottawa or Guelph.

Resort Meeting Room Inspections

The Board was given a guided tour by hotel staff of the conference facilities.

4. Future Meeting Date

The next meeting is to be held on Monday, January 16, 2023 at 5:30 p.m. via Zoom.

5. Adjournment

That the meeting be adjourned at 11:57 a.m., and that proper meeting expenses be paid.

Moved by: Mark Hacon

Seconded by: Ian Clendening

CARRIED

T. Bennett

T. Bennett, President

S. Hague

S. Hague, Secretary