

2016 -2017

Annual Report



2016 – 2017 Board of Directors

President – Denise Rundle

Vice President – Christine Vigneault

Past President – Andreas Petersen

Secretary Treasurer – Linda Gavey

Director – Paul Morand

Director – Allison Goodwin

Director – Susan Votour

Director – Kathy Lessard

Director – Mark Hacon



From your President

As I look back on this past year, I am proud of the tremendous amount of work your Board of Directors has accomplished on your behalf. We were able to establish new working relationships with other professional associations, improve outreach opportunities, seek consultants to review and refresh OACA's Primer on Planning course together with reviewing our contract with AMCTO and begin production of new training videos for members, to name a few initiatives. Most importantly however, the Board took a very bold step to seek independent advice on our governance model as a non-profit association. It is our responsibility to ensure our structure, operations, and policies stay current regarding all aspects of OACA business, so we are well positioned to meet the current and future needs of our members.

This year's conference in Ottawa is where you want to be on June 4th. While exploring the wonders of our capital on your free time, we are presenting a considerable array of interesting speakers and workshops. Check out the website for more info and register now! It is also where the Board intends to present a new Constitution which will set the framework for ensuring OACA continues to operate in an open, transparent and accountable manner. I always look forward to banquet night and the companion program is stellar! I encourage you all to take time from your busy schedules and kick off summer '17 with an exciting trip to Ottawa to help celebrate OACA's 45th and Canada's 150th anniversaries.

In addition, the Board has selected Cobourg for this year's Fall Seminar to be held later this year, in October and more details will follow as we finalize details of that day.

I'd like to take this opportunity to thank those Board members who have worked very hard, spent considerable hours and presented many initiatives to secure the future of OACA. The Directors brought new energy, good ideas and suggestions to the table at every meeting and I can't thank them enough for always keeping the best interests of the Association at the forefront of every decision. Contact any one of us if you'd like to join the Board and be part of some new and exciting initiatives.

Sincerely,

Denise Rundle

2016 – 2017 – A Year in Review

The Accountability Group Inc. Review - Board Structure & Governance

In 2016 the Resolutions Committee began the large task of reviewing our current governance structure with the intent of improving efficiency, accountability, transparency and to provide risk management and long term strategic planning for the Association. A full review of this magnitude has not occurred since the enactment of our original Constitution and By-law therefore the Board determined it would be best for an outside consultant to provide us guidance on a number of areas including incorporation, governance, policy and strategic planning.

To begin, Lyn McDonell, President of the Accountability Group Inc. interviewed OACA's President, Vice-President, Past-President and Secretary Treasurer. She also surveyed Board members to get a better understanding of our organization and what we do well, how effective our meetings are, Board culture, our current responsibilities and how well we perform them. The results indicate that collectively, we all agree that OACA offers excellent educational and networking opportunities, we are in a good financial position and we have a strong and dedicated membership. The review also highlighted particular areas of governance and Board structure that need to be reevaluated, including:

- Succession planning (new Board members, administration of the Association)
- Need for policy development (i.e. Strategic Plan, Code of Conduct, Conflict of Interest)
- Need for clear and concise roles on the Board
- Better time management (more focus on education, governance of the Association)
- Risk management
- Primer on Planning (education) update
- Better use of technology (i.e. financial reporting software, online payments, registration etc.)
- Financial accountability & transparency
- Paid elected positions on the Board

The Accountability Group Inc. met with the Board on February 16, 2017 to review the results of our survey and provided recommendations on how we could improve accountability and transparency, manage risk and increase efficiency of operations through modifications to our governance model and structure. It was suggested that the Board begin with reviewing our current Constitution and By-law to determine what changes would be necessary to address these issues. As a starting point, the following modifications were recommended:

- Two (2) to three (3) year terms for board members. One year terms do not provide the time necessary to accomplish and implement change.
- Staggered terms to ensure continuity and succession planning.
- Separation of the Secretary and Treasurer role, both to be elected, non-paid positions.
- Elimination of Committee descriptions to allow the discretion needed to establish required Committees to implement the Association's goals and objectives.
- Remove scale of dues. It is up to the Board to prudently manage and ensure sufficient resources, subject to member expectations that the fees not be raised irresponsibly.
- Board discretion to establish the policies necessary to ensure good governance, financial management and accountability/transparency.

The recommendations as set out through this review process guided the Resolutions Committee in conducting a thorough review of our current Constitution and By-law. As a result, a new *Constitution was drafted and approved by the Board, and will be put forward to the membership for ratification at the 2017 Annual General Meeting. The new Constitution consolidates the existing Constitution and By-law into one governing document. In addition, policies are currently being drafted to address areas of accountability and transparency, including conflict of interest, code of conduct, financial and risk management and terms of reference for future committees (Finance, Governance etc.). It is anticipated that these policies will be implemented during the next Board term under the new Constitution.

In addition to governance updates, focus will also be placed on the efficient use of resources and sustainable administration with the objective to enhance membership services and provide valuable and relevant educational opportunities.

* Given that OACA is not incorporated we are required to have a Constitution (not a By-law).

Association Management Company

To enable primary focus on our mission (education), strategic planning and to better engage our members the Board is considering the benefits of using an association management company (AMC) to run various administrative functions of the Association. AMC's provide a range of services to non-profit organizations including administration, communication, bookkeeping/accounting services and event management. These companies are bondable and come highly recommended by the Accountability Group Inc. The benefits of outsourcing administrative functions (or a portion of) to an AMC would include:

- Improved buying power (efficiencies derived from leveraging shared resources)
- Reduced business risk (continuity of service,)

- Enhanced membership services (i.e. website, communications)
- Increased financial accountability and transparency (enhanced reporting requirements)
- Broad spectrum of administrative expertise
- Proven best management practices and best-of-class resources and technologies
- Integration of innovative strategies and ideas
- Scalability of services to accommodate organization growth over time

Primer on Planning Review

The primary mission of the Association is to provide education to our membership. This is currently facilitated through OACA's Primer on Planning course (POP) and our annual conference and seminar. The POP was created in 1996 and while minor amendments have been made over the years it has become apparent that the content needs to be updated and refreshed to ensure that the educational material being offered by OACA is current and relevant.

Throughout the 2016-2017 term the Board reached out to a number of potential candidates that possessed the qualifications necessary to update our course material. After reviewing credentials, qualifications and cost, it was determined that the Primer on Planning update would be performed by John Mascarin from Aird & Berlis LLP. John is a Certified Specialist in Municipal Law (Local Government and Land Use Planning and Development) by the Law Society of Upper Canada and is recognized as one of The Best Lawyers in Canada in the areas of Municipal Law and Real Estate Law.

A full review of the materials currently offered in the textbook (with the exception of the Validation of Title section) will be performed and modifications will be made to accommodate relevancy of legislation and case law. To ensure quality control and conformity with our requirements the Board will be providing review and commentary on each chapter individually prior to finalization.

OACA Training Videos

OACA is excited to announce a new project which is intended for Committee Members. The OACA Board is working with The Edwin Group to produce high definition training videos that can be used to train new Committee members or as a refresher for existing members (or even municipal staff!). The first instalment will be available shortly and future videos will be rolled out as available. Topics will include "Planning 101 – An

Overview of the Planning Process in Ontario”, “Consents”, “Minor Variances”, “The Site Visit”, “Conflict of Interest” and “Meeting Protocol”. Watch the website for details!

New Website

The Board has agreed to contract Greenfield Services to update our website and provide for electronic membership / event registration and online payment services. This update is expected to occur within the next few months and will reduce future administrative costs.

Board Reports

Conference Report

By Allison Goodwin, 2017 Conference Chair

We are very excited to present to you the 2017 Ontario Association of Committees of Adjustment and Consent Authorities (OACA) Annual Conference Information and Registration Package. The City of Ottawa, the nation’s capital, will be your host for this year’s event themed: “Conference in our Capital”. Join us as we celebrate OACA's 45th anniversary! Not only will you be celebrating OACA’s upcoming anniversary, you will be celebrating Canada's 150th Anniversary as well! Together, this creates a once in a lifetime opportunity for both OACA members and non-members to enjoy great attractions and festivities taking place in Ottawa at this exciting time.

Here are just some events happening in Ottawa while you are in town:

- WestFest
- Doors Open Ottawa
- Ottawa RedBlacks (Preseason Game)
- DessertFest
- Big Band Dance: Carribbean Carnival
- Ottawa Dog Festival

As a delegate at this year’s conference you will have the opportunity to take part in many educational and motivating workshops, plus some great networking opportunities. We have chosen a variety of workshops for our members, staff, and committee members including:

- The NEW MDS Guidelines
- Running a Successful Hearing
- Good Planning – Needs Good Planners
- Planning for Healthy Communities
- Indigenous Relations & Committee of Adjustment
- Celebrating Committee Best Practices
- Source Water Protection
- Office of The Ombudsman – What to Expect
- Developing Trends – Legal Non-Conforming Uses
- Acceptable Conditions of Approval & Impost By-laws
- Development Professionals Panel (Interactive)
- MFIPPA – Privacy Basics & Assessment Information
- How the City of Ottawa Rewrote Minimum Parking Requirements
- Site Plan Control Process & Committee of Adjustment
- Assessment Cycle & Severance Process

Our companion program offers a two-day package that we know all companions will enjoy. Monday's program will include a walking tour, lunch in the ByWard market, and visiting the Notre Dame Cathedral. Tuesday our companions will visit Rideau Hall and the Royal Canadian Mint. For full details see the Companion Program section of the newsletter.

Monday evening, delegates and companions will be provided a buffet style dinner at the hotel and then a free evening to discover the beautiful city and all it has to offer. We will be located in the heart of Ottawa, a five minute walk from Parliament Hill, Sparks Street, and the Supreme Court of Canada. Within a five minute drive, you'll also have quick access to the ByWard Market (including the new Inspiration Village!), National Gallery of Canada, the Rideau Centre, the National Art Centre, Confederation Park, and the Casino du Lac Leamy.

Tuesday evening will be our annual banquet at the Delta Ottawa City Centre which will include a delicious meal and dancing the night away to a variety of tunes provided by DJ 'Play Loud Productions'.

Should you be interested in researching some of the interesting attractions and festivities going on in the City please visit www.ottawatourism.ca and www.ottawa2017.ca.

To avoid late fees, please be sure your registration is received by **April 21, 2017**. For full Conference Package and Registration Form please visit our website www.oaca.info

Seminar Report

By Susan Votour

This year's Fall Seminar will be held in the historic Town of Cobourg, on the shores of Lake Ontario. The venue is the Best Western Plus Cobourg Inn & Convention Centre, offering comfortable accommodation, free WIFI and an indoor activity pool. Room rates are \$110.00 (plus tax) and the Seminar Fee is \$150.00 for members and \$175.00 for non-members.

Please note that the date of the Fall Seminar has been changed to Monday, October 23rd and Tuesday, October 24th due to date conflicts with other conferences that may be of interest to some of our members (OBOA and OPPI). The meet and greet event will be on the Monday evening, and the workshops will be offered on the Tuesday. Watch the website and future newsletters for more details. Hope to see you in Cobourg in October!

Legislation Report

By Andreas Petersen

There has been very little activity since the implementation of Bill 73. There is a review of the OMB in process but any changes that may be proposed are not expected to affect the minor variance or land division process.

Finance Report

By Andreas Petersen

The Finance Committee is proud to report that your Association is in great financial health. The Financials will be presented at the annual conference in Ottawa. If there are any comments or concerns with the financials they can be addressed during the Plenary Session of the conference.

Publicity & Website Report

By Christine Vigneault

The Publicity and Website Committee continue to monitor the website and implement areas of improvement. Keeping current with the membership is vitally important as well as providing efficient electronic services. This has been recognized by the Board through the current undertaking to update the website which will enhance our

professional image, communications and website capabilities (i.e. webinars, online registrations and payment etc.).

Resolutions Report

By Kathy Lessard, Mark Hacon & Andreas Petersen

The Resolution Committee has reviewed the Constitution and By-laws and having regard for **Article 6:02 of the Association's Constitution and Section 3.06 of the By-law hereby gives notice that the following Motion will be brought forward for consideration at the Annual General Meeting of the Association to be held June 4-7, 2017:**

THAT the Association's existing Constitution and By-law be repealed and replaced with a new Constitution substantially in the form circulated in draft to the membership with the 2017 Annual Report and posted on the Association's website **April 18, 2017.**

Nominations Report

By Andreas Petersen

In light of the proposed changes to the Constitution, to be ratified by the membership during the resolutions portion of the Annual Meeting taking place on Monday, June 5th at 12:30 p.m. the Nominations Committee will not be providing a suggested slate of officers.

Nominations will be accepted from the floor during the nominations portion of the annual meeting.

Education Monitoring – Primer on Planning Graduates & Committee Guidelines

By Linda Gavey

I am very pleased to advise that throughout the past year, several students have successfully completed the Primer on Planning (POP) course, a number of new and renewed Accreditations have been approved, questions have been answered by the Technical Advisory Committee, and the revised "Committee Guidelines" training session presented to various municipalities throughout Ontario.

Congratulations to the 2016 POP graduates!

WINTER 2016	FALL 2016
Daryl Abbs	Roxana Baumann
Mirella Allison	Don Birmingham
Danielle Barranger	Colleen Bissonnette
Brianna Belcourt	Jody Brinkman
Mallory Bishop	Sarah Burton
Shorey Bowen	Vicki Cyr
Rachel Comacchio	Michelle Desando
Bill Cridland	Lindsay Donaldson
Peter Dafoe	Brooke Drechsler
Emilio Deo	Teresa Falconi
Laurie Devolin	Kassidee Fior
Katrina DiGiovanni	Tim Fisher
Jaclyn Dingwall	Darryl Gray
Janice Edgar	Kurt Greaves
Donna Elliott	Mitchel Harris
Lisa Gillan	Cathy Hickson
Michelle Harris	Jaime Hope
Carla Hope	Becky Jamieson
Jasmine Last	Trina Marie Jones
Christa Lemelin	Brent LaRue
Sarah Matheson	Jodi Legros
Rebekah Msuya-Collison	Tammy Lepage
John Page	Nicole Martin
Karen Rea	Patricia Maxwell
Evan Read	Sherry Mott
Lucas Reinhardt	Crystal Nedow
David Ringler	Sophia Pan
Kimberley Roberts	Keshwer Patel
Ann Rooth	Laura Pickersgill
Savanna Schaus	Gisèle Pillon
Peter Simcisko	Kelsey Prentice
Kristie Sitarz	Daniel Robinson
Elizabeth (Lisa) Slomke	Lidy Romanuk
Valarie Sobering	Claire Roy
Kent Stainton	Thomas Thayer
Sean-Michael Stephen	Teresa Truen
Christine Taggart	
Byron Tan	
Melinda Torrance	

Accreditation Report

By Linda Gavey

I am very pleased to congratulate the following individuals who have received or renewed their accreditation for the ACST, ACST (A), ACM or ACM (A) designations since May 2016.

ACST

Ivan Burton
Theresa A. Carlisle
Rachel Cogar
Annette Helmig

ACST (Renewal)
Tony Huguenin
Michelle Kelly

ACST (A)

Chantalle Pellizzari

Please remember that the designations expire after 5 years and you need to reapply to continue your designation. The expiry date is shown on your certificate. If you wish to continue to use your designation or wish to seek accreditation for the first time, please submit your application as soon as possible.

Inserts

1. New (2017) Draft Constitution (as approved by the Board)
2. Current By-law & Constitution
3. Auditor's Report as prepared by Millards Chartered Professional Accountants
4. 2016 AGM Minutes (as approved by the Board)
5. Proxy Form

****Please note that Nomination Forms have not been included. All nominations will be taken from the floor during the nominations portion of the annual meeting taking place Monday, June 5th at 12:30 p.m.**