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June 4 – 7, 2017

Delta Hotels by Marriot
Ottawa City Centre
101 Lyon Street North
Ottawa, Ontario

T – 888.236.2427



Workshops

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,
Acceptable Conditions of Approval & Impost By-laws

Development Professionals Panel (Interactive)

MFIPPA – Privacy Basics & Assessment Information

How City of Ottawa Rewrote Minimum Parking Requirements

Site Plan Control Process & Committee of Adjustment

Assessment Cycle & Severance Process

REGISTER NOW!

www.oaca.info

"OACA has been providing support to our professionals and members since 1972. On this very special anniversary, I hope you all take time from your busy schedules and join us to celebrate your contribution toward development in our Province. You won't want to miss it!"

Denise M. Rundle, OACA President

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 life time 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, networking opportunities with friends and colleagues from near and far, as well as let your hair down, enjoy the City of Ottawa, and our annual banquet. We have chosen a variety of workshops for our members, staff, and committee members. Delegates will be free to attend the workshops of their choice subject to availability.

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 you should visit www.ottawatourism.ca and www.ottawa2017.ca.

To avoid late fees, please be sure your registration is received by **April 21, 2017**. Please see Registration Form for more details.





Celebrating Committee of Adjustment Best Practices - Lee Ann Doyle

Based on her 33 year municipal government career Lee Anne Doyle, MCIP RPP AMCT will facilitate an interactive workshop **“Celebrating COA Best Practices”**. This interactive session will focus on COA Members and will include a break out session *“What’s Not Working and How to Fix it.”* Participants will identify challenges and share tools for resolving issues that regularly confront COA Members. Workshop participants will take away best practices that can be implemented in their municipality.

Office of the Ombudsman – What to Expect - Counsel Jean-Frédéric Hübsch

The Ontario Ombudsman's oversight of municipalities began on January 1, 2016. The most common complaints since then have been about quality of service, council, committees, conflicts of interest, and services like snow removal and garbage collection. This session will cover how the Ombudsman's Office handles complaints like these, along with specific case examples, and what you can expect when the Ombudsman calls.

Good Planning Needs Good Planners! - Andrea Bourrie, OPPI

Committees of Adjustment, by their very definition, deal with planning matters. Come and hear all about the planning profession in Ontario and why a Registered Professional Planner – an RPP – matters to you. The Ontario Professional Planners Institute (OPPI) is the recognized voice of the planning profession in Ontario. Our voice has helped to shape key conversations and ultimately shape policy for more than 25 years. RPPs have the knowledge, experience and the independent professional opinion needed to address issues in a variety of complex situations, all the while keeping the public interest clearly in focus.

Planning for Healthy Communities - Birgit Isernhagen, Ottawa Public Health & Kornel Mucsi, City of Ottawa

Learn more about how the built environment can make us healthier. Planning for Healthy Communities will provide the background and legislative context for planning healthy communities in Ottawa, including land use policy, health impacts of the built environment, and active transportation/complete streets.

Indigenous Relations and Committees of Adjustment – Peigi Wilson, Canadian Federation of Municipalities & Bob Waldon, Town of Caledon Committee of Adjustment

Canada has a 400 year history of Indigenous non-Indigenous relations. Different value systems, wide cultural divides, Constitutional rights, a complex legal framework, social inequity and conflict all help form the present relationship. As Committee of Adjustment members and advisors, what should we ask about that relationship to fulfill our roles? Are there practical ways forward, when the relationship “landscape” is anything but “minor”

Source Water Protection - Mary Wooding, Ministry of the Environment and Climate Change

Since the 2000 Walkerton tragedy, the Ontario government has introduced legislation to ensure a multi-barrier approach to the safety and supply of municipal drinking water in the province. The first barrier is protecting drinking water at the source through the source water protection program under the *Clean Water Act, 2006*. Mary Wooding, a Liaison with the Ministry of the Environment and Climate Change working with source protection committees, will provide an overview of the source protection planning process and identify how local source protection plan policies protect drinking water sources and how that intersects with land use planning in Ontario.



The New MDS Guidelines - John O'Neill, OMAFRA

MDS is a land use planning tool developed by OMAFRA with the objective of minimizing potential nuisance odour complaints associated with livestock facilities and anaerobic digesters. This tool generates reciprocal setbacks between livestock facilities and sensitive land uses with the long-term goal of reducing land use conflicts. MDS recently underwent a review. The new version of MDS has been released and will take effect on March 1, 2017. The presentation will cover some of the fundamentals and highlight some of the key changes to MDS.



Running a Successful Hearing - Rick Ross City Wide Chair (C of A), City of Toronto

This interactive workshop focuses on tips and techniques for running a successful hearing. There are a lot of valuable workshops on mechanics, the four tests, and legal issues but this workshop takes a different perspective. Scenario based, it will solicit input from attendees for best practices and promote information sharing. Attendees can expect to leave the session armed with proven ideas and approaches designed to make hearings better.



Developing Trends: Legal Non-Conforming Uses; Acceptable conditions of approval; Impost By-laws - Michael Polowin, Roberto Aburto and Jacob Polowin, Gowling WLG (Canada) LLP

This workshop will outline recent trends and developments in three key areas of municipal law: nonconforming/noncomplying rights, minor variance/consent conditions, and impost bylaws. Beginning with nonconforming/noncomplying rights, the workshop will outline the acquisition and maintenance of rights under s.34(9) of the Planning Act, and will discuss recent decisions that have clarified the degree of protection afforded to those rights. Next, the workshop will also examine recent trends relating to the limits of acceptable minor variance and consent conditions. The workshop will conclude with a discussion of impost bylaws, which are often used improperly by smaller municipalities in place of development charges.



Development Professionals Panel - Alan Cohen, Partner of Soloway Wright, Municipal, Land Development & Expropriation; Doug Grant, MCIP, RPP, Senior Project Manager of Novatech Engineers, Planners & Landscape Architects; Ed Herweyer, O.L.S., Annis O'Sullivan Vollebakk Ltd. Surveyors; Melanie Gervais, MCIP, RPP, Planner Development Review, City of Ottawa

As we are all aware, today's development applications are becoming more complex and so we have gathered four of the top professionals in Ottawa with a combined 122 years of experience to form a panel to answer your questions! This will be a very interactive workshop that staff and committee members alike will be intrigued by. Bring your questions about development applications, bylaws, agreements, surveys, site plans, minor variances and more.



MFIPPA Privacy Basics and Assessment Information - Jack Santos, Municipal Property Assessment Corporation

Designed for both the novice and experienced professional, this workshop will provide an interactive overview of municipal institutions' privacy obligations under MFIPPA, privacy breach management and privacy tort liability and litigation implications; including, the recent records management amendments.



How City of Ottawa Rewrote Minimum Parking Requirements - Tim J. Moerman, Zoning and Interpretations Unit, City of Ottawa

Most North American cities set out requirements in the zoning by-law for parking to be included with new development. But by 2015 it was clear that Ottawa's minimums were badly in need of updating. In some cases, the parking requirements were unchanged since the 1960's, and they were all rooted in the mid-century logic of automobile-oriented planning. This presentation will discuss how Ottawa successfully carried out a fundamental overhaul of its minimum parking requirements to better serve the City's planning goals for its urban area, where intensification, infill and redevelopment, walkability, affordable housing, and public transit were now priorities.

Site Plan Control Process and the Committee of Adjustment - Matthew McElligott, MCIP RPP, Senior Planner, Fotenn, Jacob Bolduc, M.PL., Planner, Fotenn

This presentation will focus on the Site Plan Control process and how it relates to Committee of Adjustment applications. The presentation will provide an overview of the typical submission requirements and process, from the powers granted to municipalities through the Planning Act, to local Site Plan Control by-laws. Emphasis will be placed on the processing of concurrent applications for Site Plan Control and applications through the Committee of Adjustment, such as Minor Variances. Finally, the presentation will explore some Ontario case studies to identify common issues facing municipalities and Site Plan Control applications.

Assessment Cycle and Severance Processes in MPAC - Scott Templeton, A.I.M.A., Regional Manager, Municipal and Stakeholder Relations, MPAC & Ryan Rahikka, Supervisor, Central Processing Facility (CPF), MPAC

MPAC will present upon two main topics; The 2016 reassessment cycle (presented by Scott Templeton) and the process involved in the creation of new parcels (presented by Ryan Rahikka).

For the reassessment cycle, a breakdown of the main stakeholders in the assessment/taxation process, description of the Request for Reconsideration (RfR) and more formal Assessment Review Board (ARB) appeal process and a breakdown of the various provincial (and possibly regional) trends seen within each property class (e.g. Residential, Farm, Commercial, Industrial, Multi-Residential) will be covered.

For the second portion of the presentation, there will be a review of the internal supporting administrative processes involved in the creation of new parcels as a result of severances and consolidations and some of the challenges/complexities faced by our Central Processing Facility in the creation of parcels.

Monday, June 5 - Walking Tour and Notre Dame Cathedral

On Monday, our companions will take a walking tour, following a guide through the streets of Ottawa's downtown core, being charmed by what the Nation's Capital has to offer. You'll witness fine old buildings and monuments that line the streets, places such as Parliament Hill, and then lunch in the ByWard Market. After lunch, we will visit the Notre-Dame Cathedral, the seat of the Roman Catholic archbishop of Ottawa and the mother-church of the archdiocese of Ottawa. This historic building, begun in 1841, is the largest and oldest standing church in the nation's capital. Once we're done at the Notre Dame Church, we'll do some shopping in the quaint boutiques of this charming area



Tuesday, June 6 - Bus Tour – Rideau Hall and Royal Canadian Mint

On Tuesday, our companions will travel by bus to Rideau Hall (the official residence and workplace of every governor general since 1867) for a visit. The original stone villa was built in 1838 as a home for Thomas McKay and his family. After this, we will enjoy lunch at Fat Boys and a guided tour of the Greater Ottawa Area. In the afternoon, our companions will get to visit the Royal Canadian Mint to see where our currency is created. The Ottawa location of the Royal Canadian Mint was founded in 1908. Today, the Ottawa facility produces hand-crafted collector and commemorative coins, gold bullion coins, medals, and medallions.





Please contact the Delta Hotels by Marriot – Ottawa City Centre directly to make reservations and ensure you advise that you are with the OACA Conference. When making reservations by phone use reservation code: OACA. To make reservations online follow the link from the OACA website (www.oaca.info).

**DON'T WAIT TO MAKE YOUR RESERVATIONS!
THE GROUP RATE IS ONLY AVAILABLE UNTIL MAY 4, 2017**

Rates are per night and will also apply to pre and post event dates and will be based on availability only.

Rates:

1 Queen, 2 Queen or 2 Double bed room - \$229.00 per night
Deluxe Room – \$249.00 per night
Club Room - \$289.00 per night

Venue:

Delta Hotels by Marriot – Ottawa City Centre
Phone: 613-237-3600 or 888-236-2427
Location: 101 Lyon Street North, Ottawa, Ontario

Parking:

Valet Parking - \$27.00 per day
Onsite Parking - \$22.00 per day

Please Note:

If you're interested in staying at the hotel before or after the conference, and want to receive the group rate you must call the hotel directly at 613-237-3600. When making these reservations please be sure to use the code OACA in order to receive the group rate.

All accommodations are subject to applicable taxes and fees and are based on single or double occupancy. A fee may be charged for additional persons in each room.

The Delta Ottawa City Centre is located 12km from the Ottawa McDonald-Cartier International Airport and 6km from the VIA Rail Station making travel to our host location a breeze.



Sunday, June 4 – 4:00 p.m. – 8:00 p.m. – Registration – Victoria Room	
Sunday, June 4 – 7:00 p.m. – 9:00 p.m. – Wine & Cheese – Panorama Room	
Monday, June 5	Tuesday, June 6
8:00 a.m. - 10:00 a.m. Registration –Victoria Room	8:00 a.m. – 10:00 a.m. Registration –Victoria Room
7:30 a.m. to 9:00 a.m. Breakfast – International Ballroom A & B	7:30 a.m. to 9:00 a.m. Breakfast - International Ballroom A & B
8:45 a.m. Official Conference Opening – International Ballroom A & B	8:30 a.m. – 9:15 a.m. Election - Location TBD
9:00 a.m. – 10:15 a.m. Workshop	9:15 a.m. – 10:15 a.m. – Workshop
10:15 a.m. – 10:30 a.m. Comfort Break	10:15 a.m. - 10:30 Comfort Break
10:30 a.m. – 11:45 a.m. Workshop	10:30 a.m. – 11:45 a.m. - Plenary Session - International Ballroom A & B
Noon – 1:00 p.m. Lunch & Cash Bar – International Ballroom A & B (**Nominations & Resolutions begin at 12:30 p.m.)	Noon – 1:15 p.m. Lunch & Cash Bar – International Ballroom A & B
12:30 p.m. – 1:30 p.m. Nominations & Resolutions, Meet the Candidates – International Ballroom A & B (**Resolutions will address proposed changes to the By-laws and Constitution)	1:15 p.m. – 2:30 p.m. Workshop
1:30 p.m. – 1:45 p.m. Comfort Break	2:30 p.m. – 2:45 p.m. Comfort Break
1:45 p.m. – 3:00 p.m. Workshop	2:45 – 4:00 p.m. Workshop
3:00 p.m. – 3:15 p.m. Comfort Break	6:00 p.m. Banquet/Cash Bar – International Ballroom A & B (7:00 p.m. Dinner & Dancing to follow)
3:15 p.m. – 4:45 p.m. Workshop	*Workshop rooms are located on the 3rd Floor – Convention Level
5:30 p.m. Buffet Dinner - International Ballroom A & B	
Wednesday, June 7 – 7:30 a.m. – 9:30 a.m. Breakfast – International Ballroom A & B	
Wednesday, June 7 – 8:45 a.m. – Conference Closing Ceremonies – International Ballroom A & B	



Sunday, June 4 – 4:00 p.m. – 8:00 p.m. – Registration – Victoria Room
Sunday, June 4 – 7:00 p.m. – 9:00 p.m. – Wine & Cheese – Panorama Room

Monday, June 5	Tuesday, June 6
7:30 a.m. to 9:00 a.m. - Breakfast – International Ballroom A & B	7:30 a.m. to 9:00 a.m. - Breakfast – International Ballroom A & B
9:30 a.m. - Meet in Hotel Lobby	9:30 a.m. – Meet in Hotel Lobby
9:45 – Guided Walking Tour of Ottawa’s Downtown Core	10:00 a.m. – Rideau Hall Tour
12:00 p.m. Lunch at ByWard Market (Tucker’s) & Free Time until 1:45 p.m.	10:30 a.m. – Tour of Greater Ottawa Area
2:00 p.m. Notre Dame Cathedral Tour & Shopping	12:00 p.m. – Lunch at Fat Boys
3:00 p.m. Return to Hotel.	2:00 p.m. – Royal Canadian Mint Tour
5:30 p.m. – Buffet Dinner – International Ballroom A & B	3:30 p.m. – Return to Hotel
	6:00 p.m. Banquet/Cash Bar – International Ballroom A & B (7:00 p.m. Dinner & Dancing to follow)

Wednesday, June 7 – 7:30 a.m. – 9:30 a.m. Breakfast – International Ballroom A & B
Wednesday, June 7 – 8:45 a.m. – Conference Closing Ceremonies – International Ballroom A & B



2017 CONFERENCE REGISTRATION FORM – CITY OF OTTAWA

June 4 - 7 - Delta Hotels by Marriot Ottawa City Centre
101 Lyon Street North Ottawa, Ontario K1R 5T9

Delegate Information

Title:	Sec. Treas.	Asst. Sec Treas.	Committee Member	OACA Member	Yes	No
	Land Division Committee	Committee of Adjustment	Other:			
Name:				Municipality:		
Mailing Address:					Postal Code:	
Telephone:	Email:		Fax:			
Dietary Requirements:						
Companion Name (if applicable):						
Workshop material is available in BINDER (hardcopy) or USB (electronic). Which do you prefer?					Binder	USB
					<i>(Please only check one)</i>	

Conference Packages & Fees

Early bird registration ends on **April 21, 2017**. *Late fees will apply after this date. Credit Card and Debit are not available. Refunds are not available.

	Member Fee	Non-Member Fee	Sub Total
Full Conference (Includes Monday & Tuesday night events)	\$520 (*Late \$570)	\$640 (*Late \$690)	\$
One Day Registration (includes workshops, breaks & lunch)	\$260 (*Late \$310)	\$375 (*Late \$425)	\$
Monday Tuesday			
Monday Night Event Ticket – Buffet Dinner	\$55	\$55	\$
Tuesday Banquet Ticket	\$85	\$85	\$
Full Companion Program (includes all activities, meals and events)	\$355 (*Late \$375)	\$355 (*Late \$375)	\$
Companion Meal Program (Includes Monday/Tuesday – Breakfast & Lunch, Wednesday Breakfast – No substitutions)	\$135	\$135	\$
Total Amount Enclosed (Please make all cheques payable to OACA)			\$

Workshops – Please refer to Conference Package for details. Delegates will be free to attend the workshops of their choice subject to availability.

Payment Details:

Cheque Enclosed (Made Payable to OACA) in the amount of \$_____

E-Transfer to oaca@primus.ca in the amount of \$_____

Please mail Conference Registration Form & Payment to:

OACA (Attn: Linda Gavey, Secretary-Treasurer)

3 Chippewa Street West Box 568,

Cayuga ON, N0A 1E0

Venue Inquiries: Allison Goodwin - goodwina.oaca@gmail.com

Registration/Payment Inquiries: Linda Gavey – oaca@primus.ca