Ontario Association of Committees of Adjustment & Consent Authorities

Accredited Committee Secretary-Treasurer (ACST) Submission Package

Applicant is required to demonstrate in detail, the knowledge, skills, and abilities relating to each competency through their responses. Please ensure that responses are clear and concise.

Grammar and spelling do count. You are responsible to ensure the submission is proofread and spell-checked. Each question has a response limit of 2,000 characters (~300 - 500 words) so it is important to be succinct while providing an appropriately detailed response.

Supporting Documentation: Members of the ACST Review Team may request that an applicant provide supporting documentation to confirm or clarify responses provided.

An applicant may choose to leave any two (2) questions blank on the submission form provided that the questions are located in different sections of the form (i.e. you may not leave two questions blank in the same section). This exemption is provided to recognize the potential differences in the Secretary-Treasurer function from municipality to municipality. In these instances, the submission will be graded out of 120.

With the exception of the above, if an application includes any responses left blank or noted with "see above" etc., it will be returned without review.

Once you have complete this Submission Package, you can apply for your accreditation online at www.oaca.info by logging into your OACA Member Profile. You will be required to complete the Accreditation Application under “My Menu” where you will be guided to submit the required application fee and upload this PDF form Submission Package.

OACA will acknowledge receipt of your Submission Package.

For questions, please contact contactus@oaca.info

A. Committee of Adjustment / Consent Authority Operations
Competency: Demonstrate Awareness and Application of Legislation, Policies & Procedures

A.1	Discuss how you apply applicable legislation in your role with Committee of Adjustment / Consent Authority and describe how you maintain working knowledge of this legislation.
Reviewers Comments: **Mark: /10**	

A.2	Provide an example of a municipal policy or procedure you refer to in your daily work with Committee of Adjustment/Consent Authority. Explain how you apply this policy or procedure using a specific scenario.
Reviewers Comments: **Mark: /10**	

A.3	Describe the training and education offered to your newly appointed Committee of Adjustment/Consent Authority members and how you, as Secretary-Treasurer, maintain education and training throughout their term. If you do not train your members, please describe.
Reviewers Comments: **Mark: /10**	

B. Communication

Competency: Demonstrate Oral and Written Communication Skills

B.1	Provide an example to demonstrate how you convey information in a concise, succinct manner to members of your Committee, staff or the public.
Reviewers Comments: **Mark: /10**	

C. Service Delivery

Competency: Demonstrate ability to Deliver Service

C.1	Describe a situation when you had to recommend an available solution(s) to an applicant as a result of your assessment of their application.
Reviewers Comments: **Mark: /10**	

C.2	Provide an example of a time where you had to redirect a query to another department/agency to assist with providing information or a solution. Explain why and how you redirected the query. What was the outcome from the applicant's perspective?
Reviewers Comments: **Mark: /10**	

C.3	Provide an example of a quality improvement you made to address a specific applicant, staff or Committee service need. How did you implement this quality improvement?
Reviewers Comments: **Mark: /10**	

C.4	Provide an example of a situation where you had to provide guidance or information with respect to the different responsibilities or jurisdiction of the various staff and/or agencies involved in the application review process.
Reviewers Comments: **Mark: /10**	

C.5	Using a specific example, describe how you managed a complaint received with reference to how you maintained professionalism.
Reviewers Comments: **Mark: /10**	

D. Managing Work

Competency: Commitment to Professional Development, Ability to Problem Solve and Collaboration.

D.1	Demonstrate your commitment to planned continuous learning and career development (i.e. attendance at professionally relevant seminars and courses, regular reading of professionally relevant material, collaboration with supervisor on a professional development plan.
Reviewers Comments: **Mark: /10**	

D.2	Using an example of a request received for an exception to a policy or procedure, describe what considerations were taken into account in making and communicating a decision on whether or not to permit the exception.
Reviewers Comments: **Mark: /10**	

D.3	Provide a specific example of how you communicate and share information amongst staff and agencies involved in the application review process. Include reference to how and when this information is shared with the applicant and the Committee.
Reviewers Comments: **Mark: /10**	

D.4	Provide a specific example to demonstrate a time when you identified and communicated an issue to either the applicant, staff, the Committee or the public. Explain why it was important to communicate the issue.
Reviewers Comments: **Mark: /10**	

D.5	Demonstrate how you structure your daily workload to deal with day to day tasks. Please include how you ensure compliance with statutory deadlines.
Reviewers Comments: **Mark:** **/10** **Total:** 0 **/140**	