

2022 OACA CONFERENCE

CONFERENCE INFORMATION PACKAGE

Revised: August 8, 2022



SEPTEMBER 28-30, 2022

Holiday Inn Peterborough-Waterfront

WELCOME

We are delighted to present to you the 2022 Ontario Association of Committees of Adjustment and Consent Authorities (OACA) Annual Conference Information Package. We are excited to offer an in-person event in Peterborough after two long years, and to celebrate 50 years of OACA! As a delegate at this year's conference you will have the opportunity to take part in the full schedule of educational workshops and events, including many relevant networking opportunities.

Please join us in kicking off the 2022 Conference at our meet and greet reception on Wednesday September 28, from 7:00 – 10:00 p.m. in the Garden Court of the Holiday Inn Peterborough-Waterfront. We invite everyone to take part in this networking event, to re-connect with friends and colleagues, and to meet new delegates that share in the triumphs and challenges of our Committees of Adjustment and Consent Authorities.

Conference highlights include:

- a meet and greet session to kick-off the conference and re-connect with others
- keynote speaker Diane Wolf on managing the stress of transitioning to a new normal
- 15 professional development workshop sessions
- numerous networking opportunities to join your counterparts for coffee and lunch
- opportunity to have your voice heard at the 2022 OACA Annual General Meeting (AGM)
- Thursday evening BBQ dinner
- live music and entertainment courtesy of the band "Gunslingers" on the patio with scenic views of the Trent-Severn Waterway

Registration

To take advantage of reduced member rates, please login to the OACA website prior to registering for the conference.

[Register online](#)

Member Rate: \$400.00

Non-Member Rate: \$550.00

Registration closes September 5, 2022 (this date is subject to change based on availability).

Refunds

Electronic refunds requested on or before September 5, 2022 will be processed (all refunds subject to administrative fee of \$25.00). Refunds are NOT available after September 5, 2022.

Digital Workshop Materials

All registered delegates will be emailed a link to the workshop materials at least one week prior to the conference. The link will be sent to the email address provided on your registration form. If you do not receive the link to your workshop materials, please email contactus@oaca.info.

WELCOME

Annual General Meeting (AGM) ★

On Thursday, September 29 from 1:00 p.m. to 1:45 p.m., OACA members will receive an update from the Board, including an introduction to the 2022-2023 Board of Directors. We will also conduct the business of the Association, including the approval of the **2021 AGM Minutes** and the 2021-2022 Annual Report. This meeting will also include a question and answer session.

Event Health and Safety

Participants' health and safety is our top priority! We are working hard with our venue to ensure all proper COVID-19 health and safety procedures are adhered to. This includes following any current provincial and municipal public health guidelines that are in place during the conference period.

Social Media

We enjoy seeing our members learn and have fun during the conference! Tag your posts and photos on social media using the hashtag **#OACAturns50**

Local Attractions

For delegates with companions joining them, we encourage companions to explore Peterborough and the Kawarthas. This area is well-known for its stunning fall colours and is one of Ontario's top places to view Mother Nature's work of art first-hand. For things to see and do in the area, please visit Peterborough and the Kawarthas Tourism: <https://thekawarthas.ca/>

Door Prizes and Volunteers

Door prizes are appreciated and add to some lunch time fun! Please drop off door prizes at the registration desk. We are also looking for volunteers to help with the conference, if you are interested please email contactus@oaca.info.

2021-2022 Annual Report

The 2021-2022 Annual Report will be available in August 2022. This report summarizes a year in review of your Board of Director's activities and accomplishments, including updates on administration, education, communications, conference/seminar, legislation, finance, governance and nominations.

EVENT CONTACTS

REGISTRATION INQUIRIES:
CONTACTUS@OACA.INFO

CONFERENCE LOGISTICS:
MHACON.OACA@GMAIL.COM

VENUE

Holiday Inn Peterborough-Waterfront

150 George Street, Peterborough, Ontario

Phone: 1-705-743-1144

Located in the heart of the Kawarthas, the Holiday Inn Peterborough Waterfront is ideally situated along the Trent Severn Waterway in the downtown business and shopping district, with 60 restaurants within walking distance. Standard guestrooms feature free wireless high-speed internet access, a 37" LCD TV, and triple-sheeted beds with pillowtop mattresses. Most rooms have balconies where you can enjoy your morning coffee. The Leisure Club includes an indoor/outdoor saltwater pool, whirlpool, sauna and exercise room. The Riverside Bar and Grill is open for breakfast, lunch and dinner and weather permitting, you can grab a bite to eat or a refreshing beverage at the outdoor patio with beautiful views of the river.

Parking: Onsite parking – complimentary

Check-in Time: 4:00 p.m.

Check-out Time: 11:00 a.m.

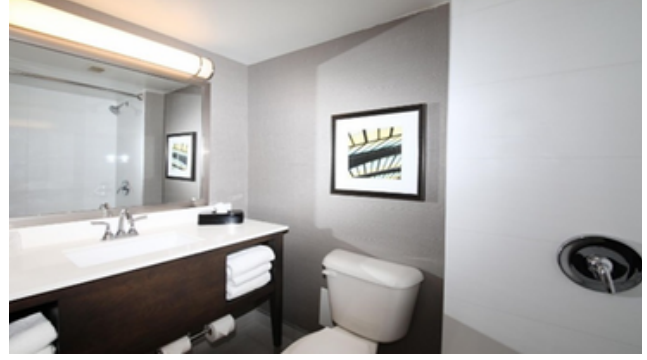
Rates

- 2 Queen Beds Standard City View - \$139.00
- 2 Queen Beds Standard - \$169.00
- 1 King Standard - \$169.00

Rates are per night and will also apply to pre and post event dates and are based on availability. 13% HST and 4% municipal accommodation tax applies to all reservations.



BOOK YOUR STAY



Don't wait to make your reservations, the group rate is only available until September 1, 2022.

Book your room online



Please book using the link above to get the reduced OACA rate. If booking by phone, please call 1-705-743-1144 and advise you are with OACA at the time of booking to receive the group rate.

Please note:

All accommodations are subject to applicable taxes and fees and are based on occupancy. Fees may be charged for additional persons in each room.

KEYNOTE PRESENTATION



Managing the stress of transitioning to a new normal: How to recognize and disarm the effects of stress on your mental health

Diane Wolf, Registered Psychotherapist and
Certified Clinical Trauma Professional



As workplaces transition from pandemic procedures to developing a plan to move forward into a still uncertain future, employees and volunteers often struggle with increased anxiety associated with this uncertainty. We need to accept that the past few years have left us feeling vulnerable and stressed, and each of us needs to establish a solid stress management plan for ourselves to be able to manage the transition while taking control of our mental health.

Like the 'check engine' light that warns you that something in your car needs attention, your brain also has ways to signal that you need to check your mental health. You don't want to wait until the red light of a mental health crisis forces you to pull over. Participants will learn to recognize what those signals are (each one of us has a unique pattern) and will learn strategies to create their own unique plan to manage stress.

Diane Wolf is a Registered Psychotherapist and Certified Clinical Trauma Professional whose specialty is treating first responders and front-line professionals who have been diagnosed with PTSD and/or Generalized Anxiety Disorder. She also teaches people how to develop resilience in managing stress with the goal of avoiding a mental health crisis in the future. She is a self-proclaimed neuro nerd, bookworm, and lifelong learner, who believes that remaining curious and having a teachable spirit is the key to staying young at heart.

WORKSHOPS



Social Media: Navigating a High Road, High Return Approach

Megan Abraham, Communications Consultant,
Redbrick Communications

For many, social media can feel like the Wild West. But it can be a powerful tool to increase confidence, diffuse anger, and engage the community. It's not quick. It's not always easy, and it can take courage. Redbrick Communications brings their breadth of municipal experience to share practical strategies so you can use social media to help residents better understand legislation and decision-making processes, and help you demonstrate your values.



Granting a Consent

Alex Ciccone, Garrod Pickfield LLP

This session will be targeted to Committee of Adjustment and Land Division Committee members and review some of the policy and technical considerations that should be considered when reviewing consent applications. Case studies and Tribunal appeals will be used to ground this presentation.



The Upside of Having an Integrity Commissioner

Jeffrey A. Abrams, Co-Principal, Principles Integrity

As members of a local board, people appointed to Committees of Adjustment are required to adhere to the same ethical regime that governs elected officials. Hear from your friendly neighbourhood integrity commissioner on the kinds of supports available to you, the role of Integrity Commissioners, Codes of Conduct, and everybody's favourite topic: how to avoid conflicts of interest.



WORKSHOPS



AIRD BERLIS

Ontario Heritage Act 101

Meaghan Barrett, Associate, Municipal and Land Use Planning Group, Aird and Berlis LLP

This presentation will provide an overview of the Ontario Heritage Act, 2001, including a review of the process and new statutory timelines for individual designation and heritage permits under Part IV of the Act, as well as the increasingly prevalent designation of Heritage Conservation Districts under Part V of the Act. It will also consider the effect of a heritage designation in the context of a Planning Act application, so that Committee members have the background and tools necessary to navigate applications with a heritage component.



How to Address Public Concerns at a Hearing: What is Relevant and What Isn't?

Denitza Koev, Partner, Municipal and Planning Law, Thomson Rogers

This workshop will review the relevance of various issues and concerns raised by objectors during the hearing of minor variance applications. We will look at cases where public concerns have been determinative of applications and cases where certain concerns have been deemed irrelevant. Member participation will be encouraged during a group discussion format.



Efficiencies in Committee of Adjustment

Brent Arnold, Partner, Gowling WLG

Courts and tribunals are increasingly recognizing the cost and efficiency benefits of going paperless. How can Committees of Adjustments embrace this trend? What are the obstacles and possible solutions? Brent Arnold, litigator, administrative lawyer and co-author of The Advocates' Society's Paperless Trials Manual will shed light on these and other questions.

WORKSHOPS



Torkin|Manes
Barristers & Solicitors

Bill 276 and Its Effect on What You Do

Sidney Troister, Senior Partner, Torkin Manes LLP

A brief history and explanation of the January 1, 2022 amendments to the Planning Act will be provided, and how they affect the work of consenting authorities and perhaps help owners of land in Ontario. Sidney is the leading legal expert on Section 50 of the Planning Act, the lawyer behind the new amendments to the Planning Act, consultant to the Ministry of Municipal Affairs and Housing, the author of newly published 4th edition of "The Law of Subdivision Control in Ontario," and real estate problem solver and trouble shooter. He is a frequent and entertaining speaker at past OACA conferences.



 **Toronto and Region
Conservation
Authority**

The Role of Conservation Authorities in the Planning and Development Review Process

Laurie Nelson, Director of Policy Planning,
Toronto and Region Conservation Authority

This workshop will provide an overview of the recent amendments to the Conservation Authorities Act and release of associated regulations. In addition, the role of conservation authorities in the planning and development review process under the Planning Act and Conservation Authorities Act will be explained with a focus on minor variance and consent applications.

WORKSHOPS



Ask an Expert: Lawyer Edition

Aaron Platt, Partner, Davies Howe LLP

Aaron Platt is ready to answer your hot municipal law questions, focusing on Committee of Adjustment and Land Division Committee questions. This workshop will be moderated by an OACA Board Member and will attempt to cover all of the questions delegates submit prior to the conference. Please submit your questions between by September 1, 2022 to contactus@oaca.info. Questions from the floor will be taken during remaining time.



The Archaeological Assessment Process: Implications for Development and Best Practices for Indigenous Engagement

Jennifer Morgan, Archaeology Team Lead,
WSP Canada Inc.

This presentation will provide a brief overview of the archaeological assessment process, including methods for determining archaeological potential and the identification of archaeological sites. A discussion of the impact of archaeological findings on development applications and implications for overall project timelines/schedule will also be discussed as well as recommended best practices for Indigenous engagement during the archaeological process.

WORKSHOPS



Zoning By-law Reviews: What to Expect When a New Comprehensive Zoning By-law is Underway

Bobby Gauthier, Practice Lead, WSP Canada Inc.

Robert Rappolt, Senior Planner, WSP Canada Inc.



Many municipalities are conducting a review of their comprehensive zoning by-law. This includes work to harmonize and modernize outdated standards; reflect current development practice and market trends; address emerging planning issues (e.g. cannabis, short-term rentals); and implement planning policy, such as facilitating growth, environmental protection, attainable housing and intensification. The presenters will explain how and why municipalities conduct a review of their Zoning By-law and will explore some of the key common changes and trends. The session will also address how a Zoning By-law Review can impact the Committee of Adjustment, and how members can provide useful input into a Zoning By-law review process. The session will draw upon case studies from across Ontario.



Water Boundaries

Jeff Buisman, Ontario Land Surveyor and Partner,
Van Harten Surveying Inc.

Water boundaries are complex for Surveyors and Lawyers – let alone the general public. They are becoming increasingly important and possibly contentious as the value of water front property increases. This workshop reviews water boundaries and the key elements to be considered. The workshop also explores “natural severances” which Committee of Adjustments (Land Division Committees) will never see.



WORKSHOPS



Building on the Blueprint: AMO's Housing Advocacy

Lianne Sauter, Policy Advisor,
Association of Municipalities of Ontario
Amber Crawford, Senior Policy Advisor,
Association of Municipalities of Ontario



Ontario is facing a housing affordability and supply crisis. The Blueprint calls for a new collective mindset and transformative change to address the systemic issues around housing affordability over the long term. AMO stands ready to work together with the province, federal government, and development sector to meet the long-term housing affordability needs of all Ontarians.



Learning from complaints: "Lessons from the Ombudsman"

Laura Pettigrew, General Counsel, Ombudsman Ontario

Complaints can be a positive thing for municipalities, especially if they have robust internal complaint handling mechanisms. Laura will offer tips on best practices for complaint handling at the local level and discuss how the Ombudsman's recent work has assisted municipalities in improving their processes.



WORKSHOPS



Process Improvement for Committee of Adjustment Applications: An Interactive Session to Share What's Working

Claire Dodds, Director of Development Services,
Township of South Frontenac
Michelle Hannah, Planning Assistant,
Township of South Frontenac
Cindy Deachman, Deputy Clerk,
Township of Central Frontenac

Should pre-consultation be mandatory for all applications? How can we work more collaboratively with our commenting agencies? What information should be required on the sketch? These were the questions being asked across Frontenac County when looking for Committee of Adjustment best practices in 2019. To address this, the four lower-tier Townships and the County undertook a LEAN process improvement exercise. This session will share findings from the Frontenac improvement exercise and how these changes have been implemented. This session will also reflect on how changes implemented through the LEAN process improvement have served our communities as we experienced increased development pressures during COVID and prepare for upcoming legislative changes.

This session will be interactive and encourage participants to share their own best practices in process improvement. Come prepared to share ideas of what is working in your municipality and take home best practices for process improvement with your own Committee of Adjustment.

DELEGATE AGENDA

Wednesday, September 28, 2022

REGISTRATION 4:00 p.m. - 7:00 p.m.
Lobby

**MEET AND
GREET** 7:00 p.m. - 10:00 p.m.
Garden Court

Thursday, September 29, 2022

REGISTRATION 7:00 a.m. - 9:00 a.m.
Lobby

BREAKFAST 7:00 a.m. - 9:00 a.m.
Regency Ballroom

**CONFERENCE
OPENING** 8:30 a.m.
Regency Ballroom



**KEYNOTE
PRESENTATION** 9:00 a.m. - 10:00 a.m.
Regency Ballroom

**COMFORT
BREAK** 10:00 a.m. - 10:15 a.m.
Coffee and snacks provided

WORKSHOPS 10:15 a.m. - 11:15 a.m.

Agenda subject to change

DELEGATE AGENDA

Thursday, September 29, 2022

**COMFORT
BREAK**

11:15 a.m. - 11:30 a.m.

WORKSHOPS

11:30 a.m. - 12:30 p.m.

LUNCH

12:30 p.m. - 1:30 p.m.
Regency Ballroom

★ **AGM**

1:00 p.m. - 1:45 p.m.
Regency Ballroom

WORKSHOPS

2:00 p.m. - 3:00 p.m.

**COMFORT
BREAK**

3:00 p.m. - 3:15 p.m.
Coffee and snacks provided

WORKSHOPS

3:15 p.m. - 4:15 p.m.

DINNER

6:00 p.m. - 8:00 p.m.
Regency Ballroom

**LIVE MUSIC AND
NETWORKING**

8:00 p.m. - 10:00 p.m.
Waterfront Patio

Agenda subject to change

DELEGATE AGENDA

Friday, September 30, 2022

REGISTRATION	7:00 a.m. - 9:00 a.m.
BREAKFAST	7:00 a.m. - 9:00 a.m. Regency Ballroom
WORKSHOPS	9:00 a.m - 10:00 a.m.
COMFORT BREAK	10:00 a.m. - 10:15 a.m. Coffee and snacks provided
WORKSHOPS	10:15 a.m. - 11:15 a.m.
COMFORT BREAK	11:15 a.m. - 11:30 a.m.
WORKSHOPS	11:30 a.m. - 12:30 p.m.
LUNCH	12:30 p.m. - 1:30 p.m. Regency Ballroom
WORKSHOPS	1:45 p.m. - 2:45 p.m.

Thank you for attending! Have a safe trip home,
and see you in Niagara in 2023!

Agenda subject to change