

2023 OACA SEMINAR

SEMINAR INFORMATION PACKAGE

Last Revised: August 18, 2023



OCTOBER 12-13, 2023

Holiday Inn Toronto International Airport

PRESIDENT'S WELCOME

I am delighted to welcome everyone to the 2023 Ontario Association of Committees of Adjustment and Consent Authorities (OACA) Seminar being held in Toronto at the Holiday Inn Toronto International Airport. This event will engage and educate attendees on a variety of important topics that impact various staff, Secretary-Treasurers, Consent Officials and Committee Members from across the Province in their day-to-day roles. If you are involved with the Committee of Adjustment, I encourage you to participate in this educational event! Knowledge is an invaluable resource that not only contributes to your professional development, but also enhances the services that your municipality or business provides.

DON'T FORGET

- Registration ends **September 27**
- Discounted hotel rate (see pages 5-6) ends **September 20**

Please join us in kicking off the 2023 Seminar at our welcome reception on Thursday, October 12, from 7:00 – 10:00 p.m. in the Roof Garden Room with views of aircrafts taking off and landing at nearby Pearson International Airport. We invite everyone to take part in this social and 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.

A summary of workshop session topics include parliamentary procedure, public participation, easements, granting consents, Minimum Distance Separation (MDS) formula, best practices for chairing a hearing, and more. We are also bringing back our popular "Ask an Expert: Lawyer Edition" and "Ask an Expert: Secretary-Treasurer Edition" workshop sessions!

I am honoured to be elected again by the Board of Directors as your 2023-2024 President. I look forward to leading the Association by continuing to build OACA's professional and educational profile for the benefit of members and the important role they serve in supporting local development through the Committee of Adjustment process.

Have a safe and wonderful summer, and I hope to see you at the fall Seminar in Toronto!

Sincerely,



Tonia Bennett
OACA President

Social Media

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

#OACA2023

2023-2024 OACA BOARD OF DIRECTORS



Photo courtesy of Dreams and Tales Fine Art Photography

Left to right: Christine Vigneault, Sarah Hague (Secretary), Sean Kenney, Trista Di Lullo (Vice President), Mark Hacon (Treasurer), Denise Rundle, Ian Clendening, Tonia Bennett (President), and Alexandra Rawlings

PROMOTIONAL PARTNER

OACA would like to thank the following promotional partner to recognize their commitment to promote our event to their membership:



**Ontario
Professional
Planners
Institute**

INFORMATION

Registration

Registration for this event is available online. To take advantage of reduced member rates, please login to the OACA website prior to completing your registration. Please visit www.oaca.info or use the link below to go directly to the registration page.

Member Rate: \$200.00

Non-Member Rate: \$250.00

[Register online](#)

Registration closes September 27, 2023 (this date is subject to change based on availability).

Refunds

Electronic refunds requested on or before September 27, 2023 will be processed subject to an administrative fee of \$30.00. Refunds are not available after September 27, 2023.

Digital Workshop Materials

All registered delegates will be emailed a link to the workshop materials at least one week prior to the Seminar. The link will be sent to the email address provided on your registration form.

Local Attractions

For delegates with companions joining them, we encourage companions to explore all the various sights and attractions that Toronto has to offer. For things to see and do in the area, please visit: www.destinationtoronto.com.

- [Toronto Visitor Map](#)

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 Seminar, if you are interested please email contactus@oaca.info.

REGISTRATION INQUIRIES:
CONTACTUS@OACA.INFO

VENUE

Holiday Inn Toronto International Airport

970 Dixon Road, Toronto, Ontario

Phone: 1-416-675-7611

The Holiday Inn Toronto International Airport is conveniently located minutes from Toronto's Pearson International Airport, with easy access to highway 401, 427 and 407 and just minutes away from Toronto attractions. Nearby attractions include the Woodbine Entertainment Centre, and Wet N Wild Water Park which offers family fun. The hotel offers 451 guest rooms and suites and Bistro YYZ will tempt your pallet for breakfast, lunch, dinner or late night snacks.

Standard guestrooms feature free Wi-Fi internet access, a 27 inch flat screen TV with enhanced cable, and heated bathroom floors. The hotel offers an indoor pool, spa and 24-hour fitness and recreation facility. A complimentary airport shuttle is available.

Parking: Onsite parking – complimentary

Check-in Time: 3:00 p.m.

Check-out Time: 12:00 p.m.

Rates

- Standard Room (King or 2 Queen beds), single or double occupancy - \$179.00
- Standard Room (2 Queen beds), triple occupancy - \$189.00
- Standard Room (2 Queen beds), quad occupancy - \$199.00

Rates are per night and will also apply to pre and post event dates and are based on availability. 13% HST and 6% municipal accommodation tax applies to all reservations.



BOOK YOUR STAY



Don't wait to make your reservations, book your group rate by September 20, 2023 for exclusive hotel room pricing.

**Book your
room online**

To ensure you receive the best rate, please avoid booking using third-party sites and book directly with the hotel using the special link above to get the reduced OACA rate. The link works best using the Chrome internet browser.



If booking by phone, please call 1-866-658-0059 and quote group code "OA1" or advise you are with OACA at the time of booking to receive the group rate.



If booking by email, please send your request by email to groups@yzia.com and quote the group code "OA1" or advise you are with OACA at the time of booking to receive the group rate.

Please note: All reservations must be made on a guaranteed basis with either a credit card or cash deposit equivalent to the first night's stay plus applicable taxes. Ensure you see the group name before confirming your rate, once your reservations are confirmed, rates will not be changed. All accommodations are subject to applicable taxes and fees and are based on occupancy. Fees may be charged for additional persons in each room. Pre and post event dates may be available based on availability, please phone the hotel directly to inquire.



Cancellation Policy: Any changes or cancellations must be made at least 72 hours prior to the scheduled date of arrival, otherwise the individual booking the room will be responsible to assume charges and applicable taxes for the first night's stay.

WORKSHOPS



An Introduction to Parliamentary Procedure

Justin Pappano, President,
Ontario Association of Parliamentarians and
President, Pappano Consulting Inc.

Participants will learn what parliamentary procedure is, why we even bother to use it, and how it ensures fairness in all meetings. Join us for a review of *Robert's Rules of Order Newly Revised* and how it applies to your meetings.



THE
ONTARIO ASSOCIATION OF
PARLIAMENTARIANS
(OAP)

All about Easements

Andrew Fortis, Founding Partner,
Hummingbird Lawyers LLP

An overview of the life cycle of easements including how they are created, the various parties' obligations during its existence, followed by the release, transfer or abandonment of the easement.



hummingbird

PROGRESSIVE LEGAL COUNSEL

WORKSHOPS



Public Participation and Committee of Adjustment Best Practices

Geoff Kettel and Al Kivi, Federation of North Toronto Residents' Association (FoNTRA)



The Federation of North Toronto Residents' Association (FoNTRA) has taken a strong interest in the Toronto Committee of Adjustment over several years due to the many ongoing complaints from residents. FoNTRA was instrumental in having the City of Toronto undertake a consultant study to review the Committee's performance and operation in 2022. The presentation will provide an overview of several FoNTRA submissions to the Committee of Adjustment Review which was conducted by KPMG.



Best Practices of Chairing a Hearing

Hena Kabir, Chair, Toronto Committee of Adjustment, Scarborough District

This workshop will be an interactive session in which some practical ideas and experiences will be shared with the participants. These include the roles and responsibilities of the Chair and Panel as a team at a hearing, and the expectations of the public that look up to the Committee for fair and just decisions.



WORKSHOPS



Middlesex County
Barrister &
Solicitor's Office

Proposed Changes to the Provincial Policy Statement (PPS)

Wayne Meagher, County Barrister and Solicitor,
Middlesex County Barrister and Solicitor's Office

In April of 2023, Ontario released a draft *Provincial Policy Statement 2023*, which if adopted by the Province (anticipated for fall 2023), will replace *A Place to Grow: Growth Plan for the Greater Horseshoe and the Provincial Policy Statement 2020*. This workshop will discuss the changes which, if adopted, will have the greatest impact on planning decisions across Ontario. This workshop will provide an understanding of the proposed changes and their impacts upon Ontario's rapidly shifting land use planning framework.



CLARK
CONSULTING SERVICES

Minimum Distance Separation and Considerations for the Committee of Adjustment

Bob Clark, Partner,
Clark Consulting Services

The Province's Minimum Distance Separation (MDS) formula and implementation guideline is a critical tool for preventing land use conflicts in rural areas. This workshop will provide a brief overview of the MDS calculation followed by an overview of important considerations for when a variance to these separation distances comes before a Committee of Adjustment, including: understanding the proposal, reviewing the planning context, the identification and evaluation of key factors to be considered and public and agency consultation.

WORKSHOPS



Ask an Expert: Lawyer Edition

Aaron Platt, Partner, Loopstra Nixon 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 Seminar. Please submit your questions by September 15, 2023 to contactus@oaca.info. Questions from the floor will be taken during remaining time.



Ask an Expert: Secretary-Treasurer Edition

Christine Vigneault, Manager of Development Services and Secretary-Treasurer, City of Vaughan

Trista Di Lullo, Secretary-Treasurer, Committee of Adjustment, and Council and Committee Coordinator, City of Guelph



This interactive session, geared towards Secretary-Treasurers, will focus on the administration of Committees, including standard practices, updates required due to changes in legislation, online initiatives and process enhancements. Please submit your questions by September 15, 2023 to contactus@oaca.info.



WORKSHOPS



CPTED: Changing Perspectives on Built Environments to Improve Community Safety

Kelly Prebble, International Crime Prevention Specialist,
and CPTED Canada Board Member



Crime Prevention Through Environmental Design (CPTED) is an innovative approach to urban planning and design that seeks to reduce crime, enhance safety, and improve the overall quality of life in communities. By strategically modifying the physical environment, CPTED aims to discourage criminal behaviour and promote social interaction. Key principles will be discussed including maximizing natural surveillance, controlling access points to deter unauthorized entry, and fostering ownership and community involvement in public spaces. By integrating CPTED principles, cities can create vibrant, secure, and cohesive environments that empower residents to feel safe, engaged, and invested in their surroundings.



Granting a Consent

Alex Ciccone, Associate,
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.



WORKSHOPS



大成 DENTONS

Community Infrastructure and Housing Accelerator (CIHA)

Max Reedijk, Senior Associate, Dentons Canada LLP and
Kevin Pirak, Associate, Dentons Canada LLP

On April 14, 2022 Bill 109, the *More Homes for Everyone Act, 2022* received royal assent. Bill 109 made changes to the *Planning Act* by (among other things) adding a new tool under Section 34.1 called a Community Infrastructure and Housing Accelerator (“CIHA”) order. This tool provides municipalities with the ability to ask the Minister of Municipal Affairs and Housing to rezone lands in order to accelerate the planning process for local priorities. As part of the workshop, we will discuss the following:

- the legislative background to the CIHA;
- when and where the CIHA tool can be used;
- the process for applying for and receiving a CIHA order;
- impacts on subsequent approvals that may be required under the *Planning Act*; and
- various other considerations.



DELEGATE AGENDA

Agenda subject to change

Thursday, October 12, 2023

REGISTRATION	4:00 p.m. - 7:00 p.m. Trillium Foyer	WELCOME RECEPTION	7:00 p.m. - 10:00 p.m. Roof Garden Room
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Friday, October 13, 2023

REGISTRATION 7:00 a.m. - 9:00 a.m.
Trillium Foyer

BREAKFAST 7:00 a.m. - 9:00 a.m.
Trillium B/C

SEMINAR OPENING 8:30 a.m. - 8:45 a.m.
Trillium B/C

**RECOMMENDED
CHECKOUT TIME #1** 9:00 a.m. - 9:15 a.m.

WORKSHOPS 9:15 a.m. - 10:15 a.m.

COMFORT BREAK 10:15 a.m. - 10:30 a.m.

WORKSHOPS 10:30 a.m. - 11:30 a.m.

**RECOMMENDED
CHECKOUT TIME #2** 11:30 a.m. - Noon

LUNCH Noon - 1:00 p.m.
Trillium B/C

WORKSHOPS 1:00 p.m. - 2:00 p.m.

COMFORT BREAK 2:00 p.m. - 2:15 p.m.

WORKSHOPS 2:15 p.m. - 3:15 p.m.

ADJOURNMENT 3:15 p.m.

Thank you for attending! Have a safe trip home, and hope to see you
at the 2024 Conference in Windsor.