

2024 OACA CONFERENCE & AGM

CONFERENCE INFORMATION PACKAGE

Last Revised: March 12, 2024



*Bridging
Perspectives*



JUNE 2 - 5, 2024
Caesars Windsor

PRESIDENT'S WELCOME

It is my pleasure to extend a heartfelt invitation for you to join us at the 2024 Ontario Association of Committees of Adjustment and Consent Authorities (OACA) Conference and Annual General Meeting in Windsor. This year's theme is "Bridging Perspectives" and will be an event you won't want to miss! Whether you are experienced or a newcomer to the Committee of Adjustment field, I encourage you to register for this year's conference. 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 **May 21**
- Discounted hotel rate (see pages 8-9) ends **May 10**

On behalf of the Board of Directors, we are excited to have Caesars Windsor, an award-winning resort, host our conference from June 2nd through 5th in the City of Windsor. Please join us in kicking off the 2024 Conference at our welcome reception on Sunday, June 2, from 7:00 – 10:00 p.m. in the Colosseum Mezzanine. 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.

The OACA Board has an exciting program planned this year, with 17 workshops for delegates to choose from on topics such as digital public participation platforms, delivering exceptional customer service, community planning permit systems, and much more! We are also incorporating some new features to this year's conference with two professional development sessions, dedicated networking sessions and a mobile app! By attending this conference, you will have the opportunity to connect with other Committee members and professionals, learn from leading experts, and gain valuable knowledge and skills that can help you in your role.

Finally, a very warm welcome to our first-time conference attendees!

Have a safe and wonderful summer, and I hope to see you at the fall Seminar at Horseshoe Resort just outside of Barrie!

Sincerely,



Tonia Bennett
2023-2024 OACA President

2023-2024 OACA BOARD OF DIRECTORS



Photo courtesy of Dreams and Tales Fine Art Photography

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

Online registration for this event is now open! To take advantage of reduced member rates, please login to the OACA website prior to completing your registration. Please use the link below or scan the QR code to go directly to the registration page.

[Register online](#)



Conference Registration Fees

	Member Rate	Non-Member Rate
Full Conference Package includes welcome reception, workshops, breakfast, breaks, lunch, and Monday and Tuesday night dinner events	\$810 + HST	\$1000 + HST
One Day Conference Pass includes workshops, breakfast, breaks, and lunch for one day only (Monday or Tuesday)	\$500 + HST	\$500 + HST

Registration closes on May 21, 2024 (this date is subject to change based on availability).

Refunds

Electronic refunds requested on or before May 21, 2024 will be processed subject to an administrative fee of \$30.00. Refunds are not available after May 21, 2024.

REGISTRATION INQUIRIES:
CONTACTUS@OACA.INFO

INFORMATION

Companion Meal Program Fees

- **Companion Daytime Meals:** \$174 + HST (includes Monday and Tuesday breakfast and lunch and Wednesday breakfast)
- **Companion Monday night dinner:** \$89 + HST
- **Companion Tuesday night banquet:** \$102 + HST

Digital Workshop Materials

All registered delegates will be emailed a link to the workshop materials at least one week prior to the conference and will be available through the mobile app throughout the conference. The link will be sent to the email address provided on your registration form.

Annual General Meeting (AGM)

On Monday, June 3 from 12:30pm to 1:30pm, OACA members will receive an update from the OACA Board, including an introduction to the 2024-2025 Board of Directors. We will also conduct the business of the Association, including the approval of the 2023 AGM Minutes and the 2023-2024 Annual Report. This meeting will also include a question and answer session.

2023-2024 Annual Report

The 2023-2024 Annual Report will be available in April 2024. 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.

Local Attractions

For delegates with companions joining them, we encourage companions to explore all the various sights and attractions that Windsor has to offer.

- [Tourism Windsor Essex 2024 Official Visitors Guide](#)

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.

Conference App **NEW!**



OACA is going mobile! Bring your conference experience to a new level, right from your mobile device (or tablet or computer). A conference app will be available for registered delegates to have convenient access the conference schedule, download presentations, access speaker information, connect with delegates, and much more! Stay tuned for details to be announced including important instructions on how to access the app.

PHOTOS

We enjoy seeing our members learn and have fun during the conference!
Share your photos in the mobile app or tag your posts and photos
on social media using the hashtag

#OACA2024



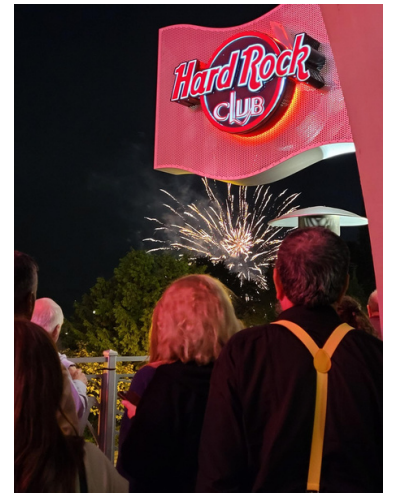
Facebook



X (formerly Twitter)



LinkedIn



**2023 OACA Conference & AGM
June 2023 in Niagara Falls**



WHY ATTEND?

There are a number of reasons to attend this year's OACA conference and AGM!

This year's conference highlights include:

- a meet and greet session in The Colosseum to kick-off conference and reconnect with others
- join over 200 delegates for four days of learning and professional development, including 17 workshops to choose from
- 2 exclusive professional development sessions geared towards Secretary-Treasurers and Committee members **NEW!**
- valuable networking opportunities, including dedicated networking sessions **NEW!**
- opportunity to have your voice heard at the 2024 OACA Annual General Meeting (AGM)
- easily access conference information from your device and connect with other delegates through our conference mobile app **NEW!**
- exciting evening social events including gala dinner and live entertainment

Check out the feedback we've received from last year's conference participants:

This was a great first experience for me. I loved networking with everyone.

Event was well organized and planned.



Thanks for putting this great event together, it was a lot of fun. My legs are still sore from dancing so much!

The speakers were excellent and engaging.

VENUE

Caesars Windsor

377 Riverside Drive East, Windsor, Ontario

Phone: 1-800-991-7777

[Resort Map](#)

[Meeting Room Map](#)

Caesars Windsor is an award-winning, all-inclusive 4 -Diamond resort conveniently located close to the VIA rail station, with easy access to highway 401. The hotel offers over 750 guest rooms, 6 restaurants, and 4 bars/lounges along with access to the casino and The Colosseum which showcases world-class entertainment.

Guestrooms with stunning city and river views have been freshly renovated and feature free high speed Wi-Fi internet access and pillow-top beds. Guests have complimentary use of the indoor pool with a view of the Detroit skyline and the health club with sauna.

Check-in Time: 4:00 p.m. and Check-out Time: 11:00 a.m.

Parking: Valet (located at 136 McDougall Street) and self-serve parking (located at 257 Glengarry Avenue) – complimentary

Alternative transportation options: We encourage delegates to carpool where possible. The venue is easily accessible from the nearby VIA rail station (approximately a 5 minute drive from Caesars Windsor) and from Windsor International Airport (YQG) serviced by Porter, West Jet and Air Canada.

Save on transportation: VIA Rail is offering 10% off the best available fare in Economy, Economy Plus, Business, Business Plus, or Sleeper class. Enter corporate code 14559 when booking on viarail.ca to receive the discount for travel between May 30, 2024 and June 7, 2024 from all stations throughout the VIA system to Windsor and return. Fare applies to a maximum of two passengers per booking, and does not apply to Escape fares and Prestige class.



Rates

- Deluxe Rooms in Augustus Tower (King and 2 Queen) - \$165.00
- Premium Rooms in Forum Tower (King Bed and 2 Queen) - \$165.00

The Augustus Tower is located closest to the check-in desk, valet parking, The Colosseum, and conference space. The Forum Tower is located closest to the health club, gaming floor and self-parking.

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 (MAT) applies to all reservations.

BOOK YOUR STAY



Don't wait to make your reservations, book your group rate by May 10, 2024 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 OACA rate provides additional savings as the \$20 Resort Amenity Fee per room per day and the \$5 Room Reservation Fee are waived.



If booking by phone, please call 1-800-991-8888 and quote group code "A0A0601" and 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 by use of a credit card and are subject to a \$200 hold for incidentals at the time of check-in. 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 greater than 2 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 24 hours prior to the scheduled date of arrival, otherwise the individual booking the room will be responsible to assume charges and applicable taxes for one night's stay.

PROFESSIONAL DEVELOPMENT SESSIONS



This year delegates have the opportunity to choose from two professional development sessions held on Monday and Tuesday mornings. Each of these extended length sessions are geared towards certain roles, but open for any delegates to attend, and provide delegates a more in-depth learning experience than our regular workshop sessions.

Minute Taking 101

Presenter: Deep Mehta, Ontario Training Network



There are no perfect ways to take minutes, but there are better practices! This session provides attendees with information and a variety of techniques they can use to take minutes at both formal and informal meetings. You will learn to:

- Prepare professional-quality formal and informal minutes
- Organize yourself before the meeting
- Select and summarize key points
- Handle corrections
- Improve your retention of information during meetings

Participants will be involved in discussions designed to develop and to improve their note taking skills and to build their confidence in the minute taking process.

Procedural Best Practices for Committee Members and Chairs

Presenter: Michael Mouritsen, Registered Parliamentarian



This session will focus on principles and best practices for committee members. It will focus on the basic knowledge and skills needed to participate fully as a member, with the goal of sharing in the collective responsibility for the conduct of a hearing. It will also provide practical skills and techniques for chairing a hearing and responding to breaches of decorum.

Participants are encouraged to bring their procedural questions and examples of past problems for discussion.

WORKSHOPS



Legal Non-Conforming Uses: What You Need to Know

Eric Davis, Partner, SV Law

This workshop will answer questions about legal non-conforming uses, including what they are, how they work and why they're important to understand.

An overview of the relevant statutory provisions, along with a review of the powers of the Committee of Adjustment in relation to legal non-conforming uses will be provided. Key common law principles will be discussed, along with relevant recent case law.



Digital Public Participation Platforms: Useful Tools for Committees of Adjustment?

Dr. Pamela Robinson, Professor, School of Urban and Regional Planning, Toronto Metropolitan University

This workshop will explore how the growing kinds of digital public participation tools map onto the work of Committees of Adjustment. We'll discuss their benefits, limitations, and together explore the emerging questions that new technology tools, including the growing use of artificial intelligence, presents.



Natural Hazards and Emergency Management: The Role of the Planner

Katherine Bibby, Senior Environmental Planner, WSP

Resilience in the context of climate change has become a common theme in policy discussions and in municipal decision making. This session will explore how emergency management principles can be applied to community planning, based on lessons learned from hazard prone areas in the eastern United States. Based on policy review and research, this session will discuss ways in which planners can have a key role in planning for community resiliency.



WORKSHOPS



Importance of Indigenous Consultation and Accommodation in the Land Use Planning Process and How it can be Improved

Natalya Garrod, Technical Advisor to Chief and Council of Caldwell First Nation



This workshop will focus on how Planners can understand consultation and accommodation for First Nations in the context of the Ontario Provincial Policy and Planning legislation. This session will provide an overview of the benefits and rationale for engaging with First Nations, how to identify conflicting land uses or areas of concern to First Nations, how to move forward with creating opportunities for improved relationships, and protocols to consider when engaging First Nations.



Loeb v Toronto (City): Implications for Committee of Adjustment Processes and Procedures

Matthew Lakatos-Hayward, Associate, Goodmans LLP

Goodmans^{LLP}

In *Loeb v Toronto (City)*, the Ontario's Divisional Court dismissed an application for judicial review from a City of Toronto's Committee of Adjustment decision to approve a minor variance application. This workshop will provide an overview of the decision, the Planning Act framework that guides Committee procedures, including the removal of third-party appeals, and a discussion of how the Loeb decision impacts how Committee hearings will be conducted in a post Bill-23 world.



Planning 101: What You Need to Know

Gwenyth McCarthy, Farm Property and Land Use Policy Specialist, Ontario Federation of Agriculture

OFA Ontario Federation of Agriculture

This session will provide attendees with a land-use planning policy overview with a focus on subjects like consents, minimum distance separation, severances, additional residential units, and settlement area boundary expansions. We will also explore the many recent events in the planning world from Bill 97 and the Proposed Provincial Planning Statement to Greenbelt Land Returns and the potential impacts of these proposals and changes.

WORKSHOPS



Delivering Exceptional Service in the Public Sector

Jamie Boyle, Supervisor, Customer Service, Town of Newmarket

With no need to focus on customer retention, competition, or profit margins, the public sector has the unique opportunity to prioritize the quality of service.

This workshop is designed to equip you with the skills and tools necessary to recognize the value of quality customer service and to respond and communicate with customers in a timely and reliable manner. You will learn how to confidently deal with escalated issues and provide optimal service delivery.



Toronto's Approach: Zoning By-law Amendments to Permit Multiplexes in all Residential Zones

Kyle Knoeck, Director of Zoning, and Secretary-Treasurer of the Committee of Adjustment, City of Toronto

This workshop will explore the City of Toronto's zoning approach to permit multiplex dwellings of up to four units across the city, how it addresses Planning Act requirements, the related planning issues, some of the early outcomes, and what it has meant for the work of Toronto's Committee of Adjustment.



A Guide to the Statutory Powers and Procedure Act for Committees of Adjustment

Mitchell Witteveen, Lawyer, Mousseau DeLuca
McPherson Prince LLP

This workshop will serve as a basic introduction to the Statutory Powers Procedure Act (SPPA). The SPPA provides the starting point for both the powers of administrative tribunals and the procedures they are obliged to follow. This workshop will include discussions of:

- What procedures are required by the SPPA?
- What are the rights of participants at a tribunal hearing?
- What are the powers of a tribunal under the SPPA?

WORKSHOPS



Gananoque's Experience in Implementing the Community Planning Permit System

Brenda Guy, Manager of Planning and Development,
Town of Gananoque



The Town of Gananoque has been using the Community Planning Permit System under Section 70.2 of the Planning Act since 2010. The stream-lined process combines Site Plan Control, Zoning By-laws and Minor Variance under one application. Brenda will walk through how the Town implemented the system and how it is working now.



Supporting Climate Change and Brownfield Redevelopment Through Action

Greg Atkinson, Deputy City Planner, City of Windsor

and

Karina Richters, Supervisor, Environmental Sustainability and
Climate Change, City of Windsor



In 2019, the City of Windsor declared a Climate Change Emergency. Windsor has been recognized as a leader for taking bold steps to improve its environment over the past 20 years, which includes enacting an Environmental Master Plan, Climate Change Adaptation Plan, Community Energy Plan, and Brownfield Redevelopment Strategy.



Join us to learn about the City's climate actions, success revitalizing brownfield lands, and how the planning process supports the City's climate and sustainability goals.

WORKSHOPS



Chairing a TLAB Hearing: The “New” Kid on the Block: Pitfalls and Pratfalls

Dino Lombardi, Chair, Toronto Local Appeal Body

This workshop will present practical guidelines and techniques for chairing a hearing in an adjudicative environment, with a focus on the role of the Chair, and will discuss how to overcome challenging situations. The workshop is offered from the perspective of the Toronto Local Appeal Body (TLAB).



This session will provide an overview of the responsibilities of chairing an adjudicative tribunal hearing, including adjudicative responsibilities, and techniques to uphold the principles of natural justice and procedural fairness in hearings.



Creating a New Downtown from Vision to Reality: The Vaughan Metropolitan Centre

Christina Bruce, Director of Policy Planning and Special Programs, City of Vaughan

Over a decade ago the City of Vaughan had the opportunity to transform a commercial and light industrial landscape into a world-class downtown. This exhilarating community of the future seeks to provide a high-standard urban lifestyle through the development of multiuse workplace towers, luxurious residential buildings, urban parks and connected green spaces, animated squares, restaurants, cultural spaces and pedestrian links.



This session will discuss the experiences and lessons learned adapting to the changing landscapes as this new downtown is being developed – from vision to reality.

WORKSHOPS



Community Planning Permit System: A Tool to Achieve Development Approval Efficiencies

Stefan Szczerbak, Principal and Senior Planner, Planscape Inc.

This session will review and discuss the merits, pitfalls and opportunities for development approval efficiencies through the implementation of a Community Planning Permit System (CPPS). We will review the tool itself, the best practices for implementing a CPPS and how to determine if a CPPS is an appropriate tool for your jurisdiction. The session will offer the opportunity to ask questions and discuss the value of the CPPS for helping municipalities lessen development review processing time, reduce backlogs and avoid refunding application fees.



Ask an Expert: Secretary-Treasurer Edition

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

and

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 May 21, 2024 to contactus@oaca.info.

WORKSHOPS



Planning in the Public Interest: What to Expect in 2024 and Beyond?

Claire Basinski, Registered Professional Planner, Ontario Professional Planners Institute (OPPI) Chair and Planning Principal for Alta Planning + Design Canada



In the last two years, the sector has seen the most significant transformation of Ontario's planning system in decades and fundamentally changes how land use planning is conducted in Ontario. As Chair of OPPI, Claire will present some of OPPI's recommendations to government and industry partners and discuss some of the implications of recent legislative changes as they relate to public engagement, protection of the environment, coordination of infrastructure, and growth planning.



Ask an Expert: Lawyer Edition

Laura Dean, Partner, Aird & Berlis LLP

Laura Dean 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 by May 21, 2024 to contactus@oaca.info. Questions from the floor will be taken during the remaining time.



DELEGATE AGENDA

Agenda subject to change

Sunday, June 2, 2024

REGISTRATION 4:00pm - 7:00pm
Augustus Ballroom
I & II Lobby, 3rd Floor

WELCOME RECEPTION 7:00pm - 10:00pm
Colosseum Mezzanine

Monday, June 3, 2024

BREAKFAST 7:00am - 9:00am
Augustus Ballroom
I & II

REGISTRATION 8:00am - 9:30am
Augustus Ballroom
I & II Lobby

CONFERENCE OPENING 8:30am - 8:45am
Augustus Ballroom
I & II

WORKSHOPS 9:00am - 10:15am

NEW! 9:00am - 11:45am
PROFESSIONAL DEVELOPMENT SESSION

COMFORT BREAK 10:15am - 10:30am

WORKSHOPS 10:30am - 11:45am

LUNCH Noon - 1:00 pm
Augustus Ballroom
I & II

ANNUAL GENERAL MEETING (AGM) 12:30pm - 1:30pm

WORKSHOPS 1:45pm - 3:00pm

COMFORT BREAK 3:00pm - 3:15pm

WORKSHOPS 3:15pm - 4:30pm

NEW! NETWORKING SESSION 5:00pm - 6:00pm
Augustus Ballroom
I & II Lobby

DINNER 6:00pm
Augustus Ballroom
I & II

ENTERTAINMENT 6:30pm
Rum Runners
Theater Show

Delegates have remainder of evening to explore Caesars Windsor

DELEGATE AGENDA

Agenda subject to change

Tuesday, June 4, 2024

BREAKFAST 7:00am - 9:00am
Augustus Ballroom
I & II

REGISTRATION 8:00am - 9:30am
Augustus Ballroom
I & II Lobby

WORKSHOPS 9:00am - 10:15am

NEW! 9:00am - 11:45am
**PROFESSIONAL
DEVELOPMENT
SESSION**

COMFORT BREAK 10:15am - 10:30am

WORKSHOPS 10:30am - 11:45am

LUNCH Noon - 1:00 pm
Augustus Ballroom
I & II

WORKSHOPS 1:15pm - 2:30pm

COMFORT BREAK 2:30pm - 2:45pm

WORKSHOPS 2:45pm - 4:00pm

**GALA
BANQUET** 6:00pm - Cash Bar
Augustus Ballroom I & II

7:00pm - Dinner with
dancing to follow (DJ)

Wednesday, June 5, 2024

BREAKFAST 7:00am - 9:00 am
Augustus Ballroom
I & II

**CLOSING
CEREMONIES** 8:30am
Augustus Ballroom
I & II

Thank you for attending! Have a safe trip home, and hope to see you at the
2024 Seminar at Horseshoe Resort outside of Barrie.

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: How do I register?

Registration can be completed online only via our [website](#). Only payment via credit card is accepted (no cheques).

Q: I'm not able to attend the entire conference, can I attend for one day only?

Yes, there is a one day conference pass available for Monday or Tuesday. If you are an OACA member, please note that there is no member discount for the one day conference pass. As delegates cannot purchase a one day conference pass for multiple days, the full conference package provides you with the best value!

Q: Do I need to register for workshops or the professional development sessions in advance?

No pre-registration is necessary! Workshops and professional development sessions are held on a first come, first serve basis, subject to room capacity. We recommend you head to the room early to secure your spot.

Q: Are workshop sessions held concurrently?

Yes, there are blocks of 3 workshop sessions being held concurrently during Monday and Tuesday. During those days delegates can pick up to 4 workshop sessions, or substitute the 2 morning workshops with the professional development sessions.

Q: Are workshop sessions being recorded? Is there an option to attend virtually?

Workshop sessions are not being recorded and the conference is being held in-person only.

Q: What are the professional development sessions?

This year we are offering delegates even more options! These two new professional development sessions offer delegates an opportunity to further expand their learning with in-depth training. These professional development sessions are being held during the Monday and Tuesday morning time slots (9:00am to 11:45am). Delegates can also choose from the regular concurrent workshop sessions being held during the mornings.

Q: How do I participate in the networking session?

The networking session is an additional opportunity to connect with your peers. No pre-registration is necessary, just pop in and chat with your fellow Secretary-Treasurers, Committee members, Planners, and other colleagues!

Q: When is the next OACA event?

Future events are listed on our [Upcoming Events page](#). The 2024 Seminar will be held September 26-27, 2024 at [Horseshoe Resort](#) in Barrie.

Q: How do I access the conference app?

Registered delegates will be provided with details on how to download the free app. Stay tuned for more information!