

2024 OACA SEMINAR

SEMINAR INFORMATION PACKAGE

Last Revised: September 24, 2024



SEPTEMBER 26 -27, 2024

Horseshoe Resort

PRESIDENT'S WELCOME

We are delighted to welcome you to the 2024 Ontario Association of Committees of Adjustment and Consent Authorities (OACA) Seminar being held at the beautiful Horseshoe Resort, nestled just outside of Barrie. The Seminar is designed to provide you with valuable insights and practical tools that you can apply in your daily work, including topics that impact various staff, Secretary-Treasurers, Consent Officials and Committee Members from across the Province. We encourage you to take full advantage of the opportunities to connect with fellow professionals, share your knowledge, and gain new insights. In addition to the workshop sessions, we hope you will enjoy the resort's amenities and the natural beauty of the surrounding area.

DON'T FORGET

- Registration ends **September 9**
- Discounted hotel rate (see pages 5-6) ends **August 30 at noon**

Please join us in kicking off the 2024 Seminar at our welcome reception on Thursday, September 26, from 7:00 – 10:00 p.m. in the Valley View outdoor tent, offering beautiful views of the Horseshoe Valley. 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 conflicts of interest, encroachments, hybrid hearings, document accessibility, and more. We are also bringing back our popular "Ask an Expert: Lawyer Edition" workshop session and including a new "Train the Trainer" session!

I am honoured to be elected by the Board of Directors as your 2024-2025 President. I look forward to leading the Association and believe that by working together, we can continue to advance our profession, support our members, and make a positive impact on the communities we serve. I'd also like to thank the Board members who have worked to make this Seminar a success. Your dedication and hard work are truly appreciated.

I look forward to seeing you at the fall Seminar!

Sincerely,



Trista Di Lullo
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 **#OACA2024**

2024-2025 OACA BOARD OF DIRECTORS



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

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 9, 2024 (this date is subject to change based on availability).

Refunds

Electronic refunds requested on or before September 9, 2024 will be processed subject to an administrative fee of \$30.00. Refunds are not available after September 9, 2024.

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 the area has to offer. For things to see and do in the area, view the Oro-Medonte Guide: <https://horseshoeresort.com/explore-oro-medonte>.

REGISTRATION INQUIRIES:
CONTACTUS@OACA.INFO

VENUE

Horseshoe Resort

1101 Horseshoe Valley Road West, Barrie, Ontario

Phone: 705-835-2790

Horseshoe Resort is a premier four-season destination located just outside of Barrie. Nestled in the scenic Horseshoe Valley, the resort offers a wide range of activities and amenities for visitors. In the winter, Horseshoe Resort transforms into a winter wonderland with 29 alpine ski and snowboard runs, 30 kilometers of groomed Nordic trails, and Ontario's longest snow tubing hill. During the warmer months, the resort offers a variety of outdoor adventures, including a lift-operated bike park, a newly revitalized Valley Golf Course, and extensive hiking and biking trails. Visitors can also relax at the Lake Horseshoe beachfront, enjoy treetop trekking, or unwind at the Amba Spa and Vetta Nordic Spa. The resort offers two inviting restaurants, indoor and outdoor pools, hot tub, sauna and fitness centre.

The Horseshoe Room offers two queen-size beds or one king-size bed with a pull-out sofa and a small sitting area. Two of the Horseshoe Rooms are also accessible units and can be requested at the time of your reservation. Each room features a glass stand-up shower and hand-held rain slide bar. The Deluxe Room offers a sunken sitting area with cozy electric fireplaces and well-appointed bathrooms. Enjoy two queen size beds or one king size bed with a pullout sofa.

Onsite parking – complimentary. Electric vehicles can be charged at one of the six charging spaces, each charging session costs \$15.

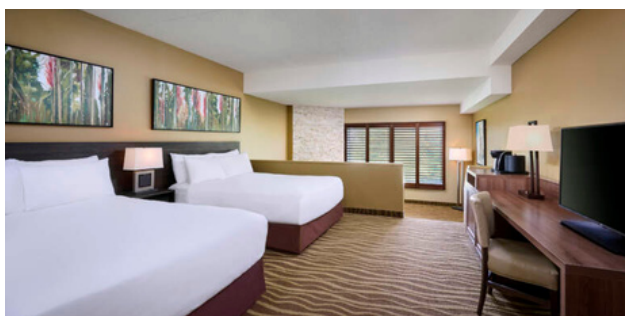
Check-in Time: 4:00 p.m.

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

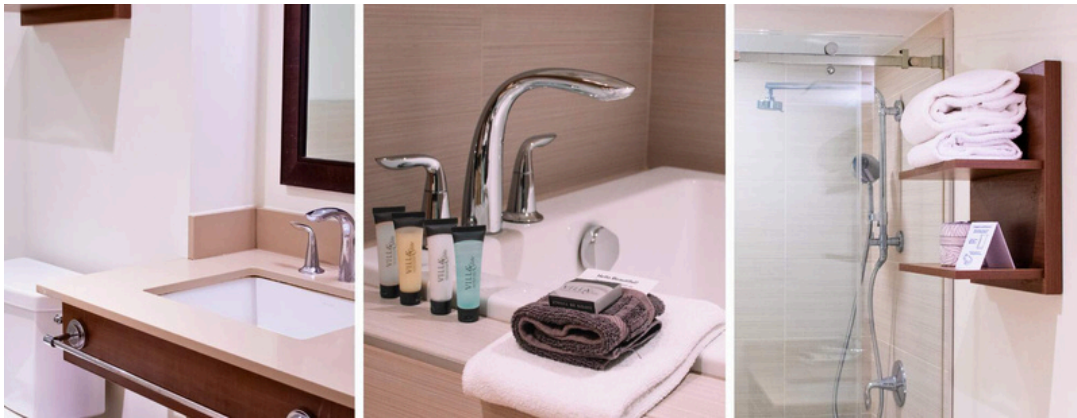
Rates

- Horseshoe Room & Deluxe Room - \$209.00

Rates are per night and will also apply to pre and post event dates and are based on availability. 13% HST and 9% Resort Fee applies to all reservations.



BOOK YOUR STAY



Don't wait to make your reservations, book your group rate by noon on August 30, 2024 to ensure you obtain the exclusive resort 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.



To book a room, please call the Reservations Department at 1-800-461-5627 and advise that you are with OACA at the time of booking to receive the group rate. Please note that if you wish to book a room for arrival prior to September 26 or extend your stay, please call the Resort to book your reservation.

Please note: All reservations must be made on a guaranteed basis with a credit card deposit equivalent to the first night's stay plus applicable taxes. 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 resort directly to inquire.



Cancellation Policy: Any changes or cancellations must be made at least 7 days prior to the scheduled date of arrival, otherwise pre-payment for balance due in full will be processed on the credit card on file the day of cancellation and will be non-refundable.

WORKSHOPS



Introduction to Document Accessibility under the AODA

Dawn Campbell, Business Development Manager
for [Accessibil-iT](#)

Many municipalities are implementing requirements under the AODA (Accessibility for Ontarians with Disabilities Act), however not all staff are up to date on the standards of WCAG (Web Content Accessibility Guidelines) which apply to the documents they are creating. In this workshop, participants will learn an overview of WCAG standards and how they apply to digital documents, gain an understanding of the importance of digital tags for people with visual or cognitive disabilities and walk away with key accessibility considerations when designing documents.



Members of OACA - The Municipal Conflict of Interest Act Applies to You!

John Mascarin, Partner, Aird & Berlis LLP

This session will examine the Municipal Conflict of Interest Act which applies to members of "local boards" (defined to expressly include a committee of adjustment and a land division committee).

While very brief, the statute has generated hundreds of cases primarily due to the fact that it can remove members and disqualify them from holding office in local government for up to 7 years. The who, what, where, when and how of the Municipal Conflict of Interest Act will be comprehensively explained and analyzed. The role of the Integrity Commissioner as both an adviser and enforcer of the statute – a game changer – will also be discussed.

WORKSHOPS



Environmental Noise and Vibration in Land Use Planning

Trevor Copeland, Senior Project Manager,
Cambium Consulting & Engineering

This seminar provides an overview of noise related planning considerations and the provincial guidelines intended to minimize land use conflicts including identifying typical triggers which require noise studies, reporting requirements associated with these studies, as well as a review of potential mitigation measures.



Possessory Title and the Law of Prescription in Ontario

Sarah J. Turney, Fasken Martineau DuMoulin LLP

This presentation will help participants understand the impact and relevance of prescription and possessory rights in Ontario, including the settling of boundaries by possession, and the establishment of easements by prescription. This presentation will also address the differences between rights in the nature of a licence and rights that give rise to an interest in land. Cases covered with include: *Vivekanandan v. Terzian*, 2020 ONCA 110; *Kosicki v. Toronto (City)*, 2023 ONCA 450; and *Condos and Castles Realty Inc. v. Janeve Corp.*, 2015 ONCA 466.



WORKSHOPS



Committee of Adjustment Hybrid Hearing Mechanics

Ashley Varajão, MPI, MCIP, RPP, Senior Planner,
Committee of Adjustment, Scarborough District,
City of Toronto

This workshop will serve as a refresher for panel members on how to conduct yourself at hybrid hearings. This workshop will include discussions on hybrid hearing structure, how to engage with deputants and staff, along with tips on how to deliberate in Committee and table a motion.



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 9, 2024 to contactus@oaca.info. Questions from the floor will be taken during remaining time.



WORKSHOPS

Secretary Treasurer - Train the Trainer



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 workshop is tailored to assist Secretary-Treasurers, aiming to provide them with the essential skills required to train newly appointed Committee Members. The session will include a detailed presentation that outlines the hearing process, defines roles and responsibilities, reviews relevant legislation, and offers advice to ensure the integrity of a fair hearing process.



WORKSHOPS



Beyond the 4 Tests: Planners Explain Their Role in the Committee of Adjustment

Michelle Banfield, RPP, City of Barrie
Tyler Butler, Planner, City of Barrie



When time is of the essence, the Committee of Adjustment plays a crucial role in city building and ensuring that the vision in place through municipal planning policy is generally maintained. Through the various changes to planning policy in Ontario, both the role of municipal staff and the committee have taken on even greater importance when considering applications for severances and minor variances related to residential infill developments that propose intensification in communities. Using recent examples, City of Barrie staff will walk you through the types of minor variance and consent applications that are facilitating development approvals of different scales across the city.



WORKSHOPS



The New and Improved Tools for Consent Authorities

Marissa Sarrazin, Weaver Simmons LLP

Through changes in the Planning Act and Regulations, applicants may now request to cancel a prior consent, amend an application prior to final consent being granted, while applications for Validation of Title are now subject to a new set of rules. This informative seminar will go over the new and improved 'tools' in the toolbox of Consent Authorities.



DELEGATE AGENDA

Agenda subject to change

Thursday, September 26, 2024

REGISTRATION	4:00 p.m. - 7:00 p.m. Front Lobby	WELCOME RECEPTION	7:00 p.m. - 10:00 p.m. Valley View Tent
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Friday, September 27, 2024

REGISTRATION	7:00 a.m. - 9:00 a.m. Front Lobby
BREAKFAST	7:00 a.m. - 9:00 a.m. Eleven 01 Restaurant
SEMINAR OPENING	8:30 a.m. - 8:45 a.m. Alpine Room
RECOMMENDED CHECKOUT TIME #1	9:00 a.m. - 9:15 a.m.
WORKSHOPS	9:15 a.m. - 10:15 a.m.
COMFORT BREAK & RECOMMENDED CHECKOUT TIME #2	10:15 a.m. - 10:30 a.m.
WORKSHOPS	10:30 a.m. - 11:30 a.m.
LUNCH	Noon - 1:00 p.m. Alpine Room
WORKSHOPS	1:00 p.m. - 2:00 p.m.
COMFORT BREAK	2:00p.m. - 2:15 p.m.
WORKSHOPS	2:15p.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 2025 Conference in Blue Mountains.