

2017 -2018

Annual Report



Ontario Association of Committees of
Adjustment & Consent Authorities

2017 – 2018 Board of Directors

President – Denise Rundle
(City of Pickering/Toronto)

Vice President – Christine Vigneault
(City of Vaughan)

Treasurer – Mark Hacon
(Oxford County)

Secretary – Susan Votour
(City of Orillia)

Director – Paul Morand
(Town of Tecumseh)

Director – Allison Goodwin
(Hastings County)

Director – Kathy Lessard
(City of Greater Sudbury)

Director – Cathy MacMunn
(Township of Central Frontenac)

Director – Robert Waind
(Town of The Blue Mountains)



From your President

Since we met last year in Ottawa, your Board of Directors has worked to implement our new organizational structure and develop new processes, procedures and key governance policies to keep OACA sustainable. This work is crucial for succession planning and to ensure our Association remains relevant and current in years to come.

I am extremely proud of the professionalism, effort and teamwork displayed by the Board. Challenges were presented and decisions were made, both requiring thoughtful input and co-operation of each member. Collectively I can assure you that the very best interest of our Association has been well served.

In addition to ensuring the most effective and cost-efficient administration, our website has been improved with online payment registrations, work has continued on the Primer on Planning course update and the video launch, legislation has been monitored, new training videos are in the works, sponsorships have been sought out and received, and new partnerships have been made to help elevate our profile.

I am excited to see everyone in Niagara Falls at the Annual Conference. The venue is amazing and known for its historical significance. The lineup of speakers and presenters is impressive and will appeal to both staff and Committee members. It's also the best opportunity to approach any of the Board members should you have questions, comments or suggestions about Association business or if you are interested in serving as a member. We are here for you!

Not to get ahead of ourselves, but heads up for the Fall Seminar...we will be meeting in Guelph in October. Let us know if you have ideas for workshops or speakers.

I feel very optimistic about the direction OACA is taking toward addressing membership needs and making positive improvements, and look forward to the growth and development of our Association in years to come!

Sincerely,

A handwritten signature in black ink that reads "Denise Rundle". The signature is written in a cursive, flowing style.

Denise Rundle
OACA President

2017 – 2018 – A Year in Review

Administrative Operations

In 2016-2017, the OACA Board undertook a review of the Association's governance structure. As a result of that review, changes were proposed to the Constitution to enable the Board to address issues such as succession planning, accountability and transparency, the efficiency of the Association's administrative operations and improved policy and education.

Following the approval of the new Constitution at the 2017 Conference in Ottawa, the Board finalized an agreement with Greenfield Services for scoped Association Management Services, having previously reviewed five proposals for Association Management Services through an RFP process. The intent of the Board in engaging an Association Management Company to take over the day-to-day administrative functions of the Association was to allow the Board to focus on the Association's principal mandate of education, policy development and event planning.

Throughout this term of the Board, the administrative performance has been closely monitored to ensure that member services were being provided in the manner that the members have come to expect. As a result of this close monitoring, the Board has determined that a further review of service delivery is in order. Through mutual and friendly agreement, the contract with Greenfield Services has been modified and will end on April 30, 2018. Greenfield Services will continue to process membership registrations until June 30, 2018, however, all other administrative functions have been returned to Board control for the immediate future.

Please note that there will be no impact to the membership as a result of this service delivery review. Conference registrations, memberships and accreditations will continue to be processed online through the website or by mail. OACA mail and phone inquiries will be redirected to an in-house address and phone line during the service delivery review (details will be posted on the website).

The OACA Board continues to be committed to implementing an administrative structure that will achieve long-term stability of day-to-day operations as well as restore the Board's proper focus on the educational mandate of the Association.

Education

This has been an exciting year for OACA's educational programs! The review and update of the Primer on Planning course is nearing completion and the new course will be ready for students enrolled in the Fall of 2018. The course update is being done by John Mascarin and Meaghan Barrett of the law firm of Aird and Berlis LLP. Those who have attended our recent conferences and seminars will have had the opportunity to hear John and Meaghan speak on various topics of interest. Mr. Mascarin is a Certified Specialist in Municipal Law: Local Government and Land Use Planning and Development by the Law Society of Upper Canada. In addition to her land use planning law practice, Meaghan provides advice to municipal clients regarding the *Municipal Freedom of Information and Protection of Privacy Act* and the *Municipal Conflict of Interest Act*. Their combined expertise will make the new Primer on Planning course informational and relevant. The Primer on Planning continues to be a popular course, with over 80 students having taken the course in 2017-2018.

The Committee Member Training Video Series is in production with a target date of Fall, 2018 for completion. This series of six ten-minute videos, aimed at new or returning Committee members, is proposed to be made available through the secure side of the OACA website for a nominal fee reflective of cost recovery. Watch for a preview at our upcoming Conference in Niagara Falls!

The OACA Board continues to receive applications from members wishing to obtain the ACST, ACST(A), ACM and ACM(A) accreditations. If you have not yet applied for or obtained these designations, check the OACA website (www.oaca.info) for the application requirements.

The Technical Advisory Committee is continuing to answer questions from members and others with respect to Consents, Minor Variances and any related procedural matters.

Website

Greenfield Services was contracted in 2017 to complete website overhaul that would provide electronic membership / event registration and online payment services. This update was completed last fall in time for our Seminar in Cobourg, and the online registration process was a huge success! We now accept online applications and payments for membership and accreditation, as well as for event registration. This is fully in line with our mandate of providing efficient service delivery to our members.

Board Reports

Conference Report

By Allison Goodwin, 2018 Conference Chair

We are thrilled to present to you the 2018 Ontario Association of Committees of Adjustment and Consent Authorities (OACA) Annual Conference Information and registration Package. The City of Niagara Falls will be your host for this year's event.

As a delegate at this year's conference you will have the opportunity to take part in many educational and motivational workshops and networking opportunities. We have chosen a variety of workshops for our members, staff and committee members including:

- Validation Certificates: Don't let the simple become complicated
- Do Rules Help or Hinder and Who is this Robert Guy Anyway?
- Tips and Techniques for Successful Hearings
- Medical Cannabis Grow Operations Panel
- Engineering Considerations for Consent and Minor Variance Applications
- Modernizing the Municipal Act, Bill 68
- Do you really understand the Planning Act or just do it because that's the way it was always done?
- How Infuriated Neighbors Use the C of A to Resolve Their Boundary Disputes and the Options Available to Protect the Process
- Use Variances
- Enforceable Conditions
- Cultural Heritage in Land Use Planning
- The Value of Registered Professional Planners
- OMB Reform, Bill 139

Please join us in kicking off 2018 Conference **#OACAROCKSNIAGARA** at our wine & cheese reception on Sunday June 3, 2018 (7 - 9 p.m.) in the Rainbow Salon (located on the 10th floor of the Crowne Plaza) overlooking the Falls. Following the reception, you'll be able to view the amazing fireworks display over Niagara Falls at 10 p.m.

Monday evening our delegates and companions will be provided with a buffet style dinner in the Rainbow Room restaurant in the hotel and then enjoy a free evening to experience all that Niagara Falls has to offer. With this amazing location we are steps away from the Falls, the Niagara Brewing Company, Clifton Hill & Lundy's Lane; you will not be bored! Later in the evening we ask all of our delegates to join us in our Networking Suite in the Hard Rock Club Room located in the Hard Rock Café for salsa and ballroom dance lessons offered by OACA's own Isaac Lallouz.

Tuesday evening will be our annual banquet at the Crowne Plaza, Niagara Falls which will include a delicious dinner and dancing the night away to music provided by All Star Sound. Please visit <http://allstarsound.djintelligence.com/request/> and use the group name 'OACA' (no password required) to submit your song requests for our

banquet; this will ensure that we have a great lineup of songs to dance the night away to!

For the duration of the conference delegates will be given access to discounted Passes to the Fallsview Indoor Waterpark for \$26.95 per person (*regular Price is \$46.99*). The Fallsview Indoor Waterpark is connected to the Crowne Plaza and is directly accessible. Passes can be purchased during the conference from the Fallsview Indoor Waterpark by giving them your name and indicating you're with the OACA Conference.

Companion Program

Our companion program offers a two-day package that all companions will love. During Monday's program our companions will visit Queen Victoria Park, Table Rock, the Garden Clock and Clifton Hill. Tuesday's program will include chocolate panning at Chocolate FX, a trip to Niagara-on-the-Lake and a winery visit and tasting. For full details please see the Companion Program section of the newsletter. Register early, space is limited.

Online Registration

Online registration will be available April 3, 2018 please visit our website www.oaca.info to register.

NEW - Digital Workshop Materials

We will be providing each delegate with a USB drive in their conference bag containing all workshop materials. Registrants will also have the ability to print materials in advance of the conference between May 28 and June 1.

Please email goodwina.oaca@gmail.com to obtain the workshop package (only available to registered delegates).

Should you wish to receive a hard copy binder of the materials you can select this option on your Registration Form for an additional \$15.00.

Plenary Session

This year we will be replacing "Plenary Session" (which historically took place on the Tuesday of Conference) with a "Member's Forum" which will take place on Monday June 4, 2018 immediately after Nominations during lunch at 12:30 p.m. in the Grand Ballroom.

To accommodate, there will be a brief introduction of candidates that have been nominated for available positions on the Board, and further nominations from the floor will be accepted.

After nominations, our President will host a Member's Forum where members can discuss the business of the Association.

The combination of Nominations and Member's Forum on Monday is a direct result of feedback received from our delegates, requesting that the Board look at restructuring the conference agenda to accommodate for more education/workshops. An additional workshop has been added on Tuesday, June 5, please let us know how you like the new format!

Meet the Candidates

Meet the candidates will take place from 7 – 8 p.m. on Monday evening in our Networking Suite, The Hard Rock Club Room (located in the Hard Rock Café).

Dance Class

On the evening of Monday June 4, 2018, after our meet the candidate's session, we will be hosting a salsa and ballroom dance class in our Networking Suite located in the Hard Rock Club Room from 8 – 9 p.m., instructed by one of OACA's own delegates, Mr. Isaac Lallouz. Come out and join us for a quick lesson and learn some new dance techniques that you'll be able to put to use at Tuesday's banquet!

Conference registration closes on May 28, 2018. Please note that refunds will not be provided after May 28, 2018.

For full Conference Package and Registration Form please visit our website www.oaca.info.

Seminar Report

By Mark Hacon

The 2017 Fall Seminar in Cobourg was a huge success, attended by over 140 delegates! We hope to see you again this year in the Royal City, the City of Guelph, on Monday, October 15 and Tuesday, October 16. The venue is the Holiday Inn Hotel and Conference Centre, offering comfortable accommodation, free internet access, a 24 gym and an indoor activity pool.

Room rates are \$124.00 (plus tax).

The Seminar Fee is \$150.00 for members and \$175.00 for non-members.

Details to be made available early September 2018.

Legislation Report

By Christine Vigneault

Bill 68 Summary - Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 received Royal Assent on May 30, 2017. Directly impact to Committees of Adjustment will include:

- Mandatory Codes of Conduct for Committees (no longer discretionary)
- Mandatory access to an Integrity Commissioner through the municipality
- Changes to the Municipal Conflict of Interest Act; and
- An altered definition of "open meeting"

Bill 139 Summary – Bill 139, Building Better Communities and Conserving Watersheds Act, 2017 received Royal Assent on December 12, 2017. This Bill will replace the Ontario Municipal Board with the Local Planning Appeal Tribunal. The changes the Act makes to the land use planning and appeal system will come into effect on April 3, 2018, as specified by proclamation.

You can view copies of the amending Planning Act regulations on Ontario's e-Laws.

- [Ontario Regulation 67/18 “Transitional Matters – General” – amending Ontario Regulation 174/16 “Transitional Matters Relating to the Smart Growth for Our Communities Act, 2015”](#)
- [Ontario Regulation 68/18 – amending Ontario Regulation 543/06 “Official Plans and Plan Amendments” Ontario Regulation 69/18 – amending Ontario Regulation 549/06 “Prescribed Time Period – Subsections 17 \(44.4\), 34 \(24.4\) and 51 \(52.4\) of the Act”](#)
- [Ontario Regulation 70/18 – amending Ontario Regulation 551/06 “Local Appeal Bodies”](#)
- [Ontario Regulation 71/18 – amending Ontario Regulation 200/96 “Minor Variance Applications”](#)
- [Ontario Regulation 72/18 – amending Ontario Regulation 197/96 “Consent Applications”](#)
- [Ontario Regulation 73/18 – amending Ontario Regulation 545/06 “Zoning By-Laws, Holding By-Laws and Interim Control By-Laws”](#)
- [Ontario Regulation 74/18 – amending Ontario Regulation 544/06 “Plans of Subdivision”](#)
- [Ontario Regulation 75/18 – amending Ontario Regulation 173/16 “Community Planning Permits”](#)

Finance Report

By Mark Hacon

The Finance Committee is proud to report that your Association is in great financial health. Decisions were made to revise the Primer on Planning and the Board has budgeted to accommodate this investment. The Board will continue to look at cost saving efficiencies.

Our Financial Statement Report as prepared by Millard's Chartered Professional Accountants has been posted on the website.

If you have any comments/questions you can email oaca@outlook.com or they can be addressed at the Member Forum taking place Monday, June 4

Governance Report

By Kathy Lessard & Robert Waind

The Governance Committee finalized the OACA Board Code of Conduct, which was approved at the March 1-2, 2018 Board meeting and has been posted on our website. In addition, the following new policies have been reviewed are in final draft form to be approved by the Board at the June 2018 meeting:

- Financial & Risk Policy
- Committees Policy
- Director Expense Policy

Policies and guidelines adopted by the Board are intended to address areas of accountability, transparency, succession planning and risk management as identified in the Accountability Review, which took place during the 2016-2017 term. With these last remaining policies in place, we will have achieved all the recommendations provided by The Accountability Group that focused on improving operations and our mission to become more professionally relevant through our educational offerings.

The Governance Committee will continue to be responsible for reviewing and making of recommendations concerning policies and by-law changes, including the effectiveness of governance, development and succession planning, policy development, audit compliance and such other duties as may be assigned by the Board.

Nominations Report

By Cathy MacMunn

Section 7 of the constitution outlines the term of the Board of Directors and therefore, One Third (1/3) of the Board will be retired at the Annual Conference which represents three (3) Directors.

This year, between January 1 and March 1, nominations were accepted from the membership. Members could submit their request for nomination by mail or online.

The following active members of OACA are being presented as candidates for election to the 2018-2021 Board of Directors:

Kathy Lessard, Consent Official/Secretary Treasurer, City of Greater Sudbury
Cathy MacMunn, Assistant Secretary Treasurer, Township of Central Frontenac
Robert Waind, Committee Member, Town of Blue Mountains
Herbert (Herb) Nobes, Committee Member, Town of Grimsby

Further nominations for the position of Director may be made from the floor during the Nominations and Members Forum taking place on Monday June 4, 2018 at 12:30 pm in the Grand Ballroom.

Come and join us on Monday June 4, 2018 from 7 to 8 pm in the Hard Rock Club Room (located in the Hard Rock Café) to Meet the Candidates prior to the Networking Suite opening.

Campaigning: A bulletin board will be available at the Registration Desk on which any candidate may post one piece of campaign material not exceeding 8.5" by 11" in size.

Current Board Terms

Denise Rundle – 3-year term (2017- 2020)

Christine Vigneault – 3-year term (2017- 2020)

Allison Goodwin – 3-year term (2017 – 2020)

Mark Hacon – 2-year term (2017 – 2019)

Susan Votour – 2-year term (2017 – 2019)

Paul Morand – 2-year term (2017 – 2019)

Education Monitoring – Primer on Planning Graduates

By Susan Votour

I am very pleased to advise that throughout the past year over eighty students have successfully completed OACA's Primer on Planning (POP) course.

Congratulations to the 2017 POP graduates!

| WINTER 2017 POP Graduates | FALL 2017 POP Graduates |
|----------------------------------|--------------------------------|
| Belinda Axford | Matthew Armstrong |
| Deb Barnes | Dalia Bahy |
| Tonia Bennett | RaeAnn Bauman |
| Cheryl Bryant | Greg Bedard |
| Ashlea Carter | Chris Bordeleau |
| Rebecca Clothier | Lisa Branje |
| Sean Columbus | Jeff Bunn |
| Taylor Craig | Geraldine Cale |
| Trevor Crowe | Mandy Cannon |
| Steven DeSantis | Leanne Cardiff |
| Rachel Dillabough | Amy Chan |
| Malcolm Duncan | Lindsay Cline |
| Kim Dunnett | Rebecca Clothier |
| Tracy Evans | Danielle Collins |
| Angela Forestell | Jaclyn Cowen |
| Lesley Gill | Tyson Dennis |
| Brian Gilmer | Cassandra Dillman |
| April Hadley | Dayna Golledge |
| Kimberly Helkaa | Janice Hallahan |
| Amanda Hoffman | Sara Henshaw |

| WINTER 2017 POP Graduates | FALL 2017 POP Graduates |
|---|---|
| Randy Hopkins Mark Jackson Silvia Jakobs Kirstin Jensen Nancy Lavallee Rachel Lynn Courtney Maika Kelly Maloney Cathy McIvor Dana Mitchell Sarah Murray Stacey Pennington Carli Rietkerk Donna Sisson Susan Sladky Lynda Thornton Shelley Wagner Charlene Watt | Teresa Hill Cheri Hofstrand Patricia Huke Lorrie Jackson Jennifer Jacobi Rochelle Jeffries Alexis Johansen Karen Lavigne Marika Livingston Michelle Mercier Erin Morton William Moyer Heather Oerlemans Lindsey Parkes Julijana Petreska-Pavao Nicole Pettenuzzo Paul Pirri Christine Poland Natasha Roberts Julia Sippel Denny Timm Meghan Townsend Roxanne Tremaine Krista Weidenaar Jessica Wilton |

Accreditation Report

By Christine Vigneault

I am very pleased to congratulate the following individuals who have received or renewed their accreditation for the ACST, ACST (A), ACM or ACM (A) designations since May 2017.

ACST

Ian Clendening (Minden Hills)
 Sarah Ivins (Wainfleet Township)
 Ann Hamilton (County of Peterborough)
 Geraldine S. Cale (Adjala-Tosorontio Township)

ACST Renewal

Allison Goodwin (County of Hastings)

ACM

Stan Daneman (Town of Richmond Hill)

ACM (A)

Thomas Hill (Township of Georgian Bay)

ACST (A)

Timothy J Fisher (City of Kingston)
 Jaime Hope (Town of Richmond Hill)
 Kirstin Jenson (City of Niagara Falls)

Please remember that these designations expire after five (5) years and you need to reapply to continue your designation. The expiry date is shown on your certificate. If you wish to continue to use your designation or wish to seek accreditation for the first time, please submit your application through the website.