



2019 OACA Conference Westin Prince, Toronto June 2-5

WORKSHOPS



- Ask an Expert: Lawyer Edition (Q & A)
- Ask an Expert: Planner Edition (Q & A)
- Stratified Severances
- Conflict of Interest
- The *New* Committee of Adjustment Toolbox
- Excellence in Ethics
- Cannabis - Land-Use Planning Challenges
- Understanding the Principles of Adjudication
- Bill 88: Amendments to Section 50, 53 & 57 of the Planning Act
- Heritage Properties
- Tiny Homes
- Minute Taking
- Understanding and Protecting the Greenbelt
- LPAT – 1 Year In
- Barn to Wedding Venue Conversions
- Zoning 101
- Secondary & Laneway Suites
- Consent Process: Policy & Technical Considerations, Conditions of Approval

We are delighted to present to you the 2019 Ontario Association of Committees of Adjustment and Consent Authorities (OACA) Annual Conference Information Package.

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 2019 Conference at our wine & cheese reception on Sunday June 2, from 7:00 – 9:00 p.m. in the North York Room (Lower Lobby Level). Following this, we invite everyone to Gallery 900 (located beside Rooms 471 and 473) to take part in our networking event, to catch up with friends and colleagues, and to meet new delegates that share in the triumphs and challenges of our Committees of Adjustment and Consent Authorities.

Monday evening, we will board busses at 5:00 p.m. sharp at the main entrance of the hotel to embark on our Toronto Harbour dinner cruise. Our delegates and companions will enjoy a buffet style dinner aboard the Empress of Canada during a 3-hour tour of the beautiful harbor. Return to the hotel will be at approximately 10:00 p.m.

Tuesday evening, we will host our annual banquet at the Westin Prince Toronto in the Ballroom which will include dinner and dancing the night away to music provided by our returning DJ 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 your favorite songs.

This year, due to cost and logistical issues we were unable to provide a fully planned companion program. However, this should not discourage companions from attending as there are many pre-planned tours organized within the City, including a hop-on-hop-off bus that makes stops at Yonge-Dundas Square / Eaton Centre, Casa Loma and much more...If you are interested, please get in touch with us and we can provide you with some ideas to check out during your stay. We will still be offering the companion meal program (includes breakfast and lunch with delegates) and tickets to the Monday and Tuesday night events.

Online Registration

Registration for this event will only be available online. Please visit www.oaca.info to register. Registration open April 1, 2019.

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 goodwina.oaca@gmail.com

Member's Forum

Please be sure to attend the Member's Forum taking place Monday during lunch (12:30 p.m. – 1:30 p.m.). The Member's Forum will include introduction and closing of nominations and will also address proposed changes to the constitution and any other resolutions which require member approval.

Our Sponsors

OACA would like to thank our 2019 Conference Sponsors & Partners for their generous donation in support of promoting education and adjudication of applications processed under Section 45 and 53 of the Planning Act.

City of Toronto (*Platinum Sponsor*), Thomson Rogers (*Silver Sponsor*), OPPI (In-Kind Sponsor) Municipal World (In-Kind Sponsor), Toronto Zoo (In-Kind Sponsor) and Clear Lake Brewing Co. (Product Sponsor)

Registration Deadline

Conference Registration closes on May 24, 2019 (this date subject to change based on availability).

Refunds

Electronic refunds requested on or before May 24, 2019 will be processed (all refunds subject to administrative fee of \$25.00). **Refunds are NOT available after May 24, 2018.**



THOMSON ROGERS

MUNICIPAL LAWYERS

Showcasing luxury accommodations and an incredible location, The Westin Prince, Toronto is a resort-like setting near the city's most exciting attractions. Enjoy effortless relaxation in oversized rooms and upscale suites, featuring contemporary amenities, complimentary Wi-Fi, work space, signature Heavenly® Beds and expansive windows with views of the lush park or cityscape. Thrill your palate with authentic Japanese cuisine, classic American dishes or traditional Persian fare at our stylish restaurants. Explore an amazing diversity of attractions, including Ontario Science Centre, the Toronto Zoo, Canada's Wonderland and CN Tower. Gather in 28,000 square feet of versatile space for flawless meetings and social affairs. After a day of work, shopping or sightseeing, take a dip in our heated outdoor pool or exhilarate your body in our WestinWORKOUT® Fitness Studio. A CAA/AAA Four Diamond hotel for 40 straight years, The Westin Prince, Toronto is a luxury haven amid a vibrant urban landscape.

**DON'T WAIT TO MAKE YOUR RESERVATIONS!
THE GROUP RATE IS ONLY AVAILABLE UNTIL
MAY 3, 2019**

Rates are per night and will also apply to pre and post event dates and will be based on availability only.

Venue:

Westin Prince Toronto
Phone: 1-888-627-8550
Location: 900 York Mills Road, Toronto

Parking:

Onsite Parking – Complimentary

Rates:

Single and Double Occupancy - \$165.00
Triple Occupancy - \$185.00

13% HST and 4% Municipal Accommodation Tax applies to all reservations. Please advise you are with OACA at time of booking to receive group rate.

Please Note:

All accommodations are subject to applicable taxes and fees and are based on single or double occupancy. A fee may be charged for additional persons in each room.



Ask an Expert: Lawyer Edition

Aaron Platt, Partner, Davies Howe LLP

You may remember Aaron and his workshop on Validations of Title from our 2018 Conference. He is back for 2019 and ready to answer any and all of 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 who will attempt to cover all of the questions delegates submit prior to the conference. Please submit questions to goodwina.oaca@gmail.com. Questions from the floor will also be taken during remaining time.

The New COA Toolbox

Lee Anne Doyle, MCIP RPP AMCT OCT

This interactive workshop will provide newly appointed COA Members with the necessary decision-making tools which include legislative authority, consents, minor variances, legal non-conforming uses, site visits, meeting protocol, conflict of interest and resources.

Excellence in Ethics

Rick Ross, City Wide Chair for City of Toronto

Martin Luther King Jr. once said "...knowing what is right is easy; doing what is right is difficult." This highly interactive workshop goes far beyond the ethics involved in staff and panel members preparing for and participating in hearings. With the Committee of Adjustment as a starting point, the workshop uses realistic exercises and provides real life examples for everyday situations we all face. Participants will have the opportunity to examine their own morals as they apply to both their personal and business lives.

Barn to Wedding Venue Conversions

Rebecca Smith, MCIP, RPP, Development Planner, County of Oxford

This workshop will explore the policies and guidelines that can assist municipalities with decisions respecting wedding barn venues in prime agricultural areas. We will also provide an overview on how such uses can be classified, and some challenges that should be considered prior to legalization.

Granting a Consent

Lino Trombino, MCIP, RPP, Manager of Plan Implementation & Secretary Treasurer, Land Division Committee, The Regional Municipality of Durham

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. The workshop will also examine the consideration of conditions of approval in those circumstances where the lands subject to the consent application are also subject to other Planning Act and permit approvals processes.

Ask an Expert: Planner Edition

Jason Ferrigan, MCIP, RPP, President of OPPI and Director of Planning Services, City of Greater Sudbury

Jason Ferrigan is back this year and is ready to answer all of your Committee of Adjustment and Land Division Committee planning questions, and more. This workshop will be moderated by an OACA Board Member and will attempt to cover questions submitted prior to the conference. Please submit questions to goodwina.oaca@gmail.com. Questions from the floor will also be taken during remaining time.

Bill 88: Proposed Amendments to S. 50, 53 and 57 of The Planning Act

Sidney Troister, Partner, Torkin Manes Barristers and Solicitors

Amendments may be coming your way that will affect what you do, what you get asked to do and what your procedures are. After 19 years of Sidney trying to get the subdivision control provisions of the Planning Act amended, it just may just be happening!

LPAT – 1 Year In

Al Burton, Partner, Thomson Rogers

The new LPAT Rules took effect on April 3, 2018 and have significantly altered the practice of certain Planning Act appeals, including consents. In this workshop, Al will provide an overview of how Planning Act appeals are now working under LPAT and what challenges are still ahead for LPAT. He will discuss certain practical implications and best practices for Committees to consider when making decisions subject to the new regime.

Secondary Suites and Laneway Suites in Toronto

Caroline Samuel, MCIP and RPP, Senior Planner, City of Toronto

Although secondary suites have been permitted city-wide since 2000, zoning regulations only permitted the creation of a secondary suite five years after the primary dwelling was constructed and did not permit secondary suites in all townhouses. Toronto is also one of the only municipalities to permit multiple secondary suites in detached houses and semi-detached houses as well as laneway suites. This session will discuss the evolution of secondary suite regulations from 2000 to new rules introduced in March 2019, and how they fit within the housing 'tool kit' to address housing needs across the City.

How to Deal with Strata Plan Applications

Maja Krcmar, OLS, Principal, Krcmar Surveyors Ltd.

The trend towards densification has resulted in a continued increase in condominium development. More condos mean more stratified developments, which in turn results in more stratified severances being applied for at the C of A. These complex, three-dimensional concepts have become a fact of life in Southern Ontario, and they can be daunting if not fully understood. In this session Maja Krcmar, a Principal at Krcmar Surveyors and condominium expert, will attempt to demystify the strata plan and provide you with the best practices you need to understand the substance and implications of the applications you see.



YIMBY! (Yes, in My Back Yard) Making your Municipality Tiny House Friendly

Matt Standen, Founder LiveTiny Canada

This workshop will look at what a tiny house is and how it differs from traditional housing, ways to lift restrictive zoning and by-laws that make tiny housing prohibitive and how tiny homes can benefit your community as a whole.

How to Decide – Understanding the Principles of Adjudication

Maureen Carter-Whitney, Member, Condominium Authority Tribunal

This workshop will explore important principles of adjudication and apply them to the role of those making decisions on Committees of Adjustment and Land Division Committees. We will discuss the key concepts, including, procedural fairness and natural justice, independence, transparency, efficiency, accountability, accessibility and diversity; and consider their relevance for municipal committee decision-makers.

Zoning 101

Alan Theobald, MCIP, RPP, Acting Project Manager, Zoning, City of Toronto

One of the tests for authorizing a variance to a zoning by-law is that the proposal, in your opinion, will maintain the general intent and purpose of the by-law. But how can you understand the general intent of a zoning by-law? They tend to be complicated documents at the best of times, and it would seemingly be more difficult in a city as complex as Toronto. How and why do planners structure zoning by-laws the way they do? How do policies in an Official Plan come into play? What about other technical or social issues a municipality has to deal with? Come and learn about Toronto's city-wide zoning by-law, hear how we have grappled with these questions, and ponder whether this could be the same for your municipalities.

Declaring a Conflict of Interest

John Mascarin, Partner, Aird & Berlis LLP

Members of local boards must comply with the Municipal Conflict of Interest Act which imposes a requirement upon them to declare any financial interest, whether it be direct, indirect or deemed, and then to recuse themselves from participating and voting on any such matters. The failure to adhere to the statutory obligations may result in loss of office, disqualification and/or other sanctions. This workshop will provide members with expert guidance so that they understand their obligations and what they must do to ensure they act in compliance with the statute.

Take Minutes – Not Hours!

Jane Watson, Ontario Training Network

Like all formal meetings, Committee of Adjustment meetings require minutes to record and communicate decisions. How lengthy should your minutes be? What should you record and what should you ignore? How does the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) impact your minutes? These are some of the questions we'll be answering. And you will also get tips for streamlining the process and for ensuring your minutes are clear and easy to read.



Cannabis Land-Use Planning Challenges

Mat Vaughan, BES, MCIP, RPP, CMMIII, Principal Planner, Norfolk County

Cannabis production and processing is a relatively new phenomenon in the world of land-use planning. As producers are trying to find their niche, municipalities are scrambling to determine best management practices for how to zone and mitigate land-use conflicts between production and processing sites and sensitive land uses. As a leader in rural affairs, Norfolk County has developed one of Ontario's most robust land-use policies surrounding Cannabis production and processing. Now, a year into implementation, Mat Vaughan, Principal Planner explains the intricacies of Norfolk's Cannabis policy framework and how it is effectively regulating a booming pharmaceutical and recreational cannabis industry.

Understanding and Protecting the Greenbelt

Kathy MacPherson, Vice President, Research and Policy, Friends of the Greenbelt & Shelley Petrie, Program Director, Friends of the Greenbelt

At over 2 million acres, Ontario's Greenbelt is the largest in the world, spanning from Niagara Region, north to Tobermory, and east into Northumberland County. It protects the headwaters of 27 urban river valleys flowing down into Lake Ontario, protecting water supplies for 7 million Ontarians. The natural heritage system with its forests, wetlands and soils contributes to climate resiliency. The protected status of the Greenbelt provides farmers with the certainty to make ongoing investments in their farm operations and take advantage of their proximity to Ontario's largest market and 60% of the province's agri-food businesses. The Greenbelt also provides opportunities for Ontarians to enjoy nature through conservation areas and other parkland, hiking and cycling trails, and a diversity of arts and culture offerings.

This session will provide key facts and figures about the Greenbelt and share some of the work of the Friends of the Greenbelt Foundation to restore and enhance the Greenbelt's natural assets and support the agriculture and agri-food and tourism sectors, contributing to the vitality of its rural communities.

Uh-Oh, It's a Heritage Property!

Carolyn Van Sligtenhorst, CAHP, MCIP, RPP, Heritage Planner, Town of Oakville

Carolyn is a heritage planner at the Town of Oakville and one of her primary roles is to assess planning applications and their impact on the heritage value of historic properties. Zoning, heritage, urban design, owner preferences, neighbourhood concerns – there are a lot of factors to consider when dealing with planning applications. This workshop will discuss why heritage is important and provide guidance on how to find a balance between retaining heritage value and allowing for development and change. Real life examples and an interactive format will provide plenty of ideas and conversations to take home.



Possibility grows here.



OAKVILLE





2019 OACA Conference Workshop Schedule – Monday June 3

Time	Location	Workshop Name	Presenter Name
9:00 - 10:15 am	Crown	The New COA Toolbox	Lee Anne Doyle
9:00 - 10:15 am	North York	Ask an Expert: Lawyer Edition	Aaron Platt
9:00 - 10:15 am	Princess	Excellence in Ethics	Rick Ross
10:30 - 11:45 am	Crown	The New COA Toolbox	Lee Anne Doyle
10:30 - 11:45 am	North York	Ask an Expert: Lawyer Edition	Aaron Platt
10:30 - 11:45 am	Princess	Barn to Wedding Venue Conversions	Rebecca Smith
1:45 - 3:00 pm	Crown	LPAT - 1 Year In	Al Burton
1:45 - 3:00 pm	North York	Ask an Expert: Planner Edition	Jason Ferrigan
1:45 - 3:00 pm	Princess	Granting a Consent	Lino Trombino
3:15 - 4:30 pm	Crown	Proposed Amendments to S. 50, 53 and 57 of The Planning Act	Sidney Troister
3:15 - 4:30 pm	North York	Secondary Suites and Laneway Suites in Toronto	Caroline Samuel
3:15 - 4:30 pm	Princess	How to Deal with Strata Plan Applications	Maja Krcmar



2019 OACA Conference Workshop Schedule – Tuesday June 4

Time	Location	Workshop Name	Presenter Name
9:00 - 10:30 am	Crown	YIMBY! Making Your Municipality Tiny House Friendly	Matt Standen
9:00 - 10:30 am	North York	Zoning 101	Alan Theobald
9:00 - 10:30 am	Princess	How to Decide – Understanding the Principles of Adjudication	Maureen Carter-Whitney
10:45 – 12:00 pm	Crown	Declaring a Conflict of Interest	John Mascarin
10:45 – 12:00 pm	North York	Take Minutes – Not Hours!	Jane Watson
10:45 – 12:00 pm	Princess	How to Decide – Understanding the Principles of Adjudication	Maureen Carter-Whitney
1:30 - 2:45 pm	Crown	Declaring a Conflict of Interest	John Mascarin
1:30 - 2:45 pm	North York	Take Minutes – Not Hours!	Jane Watson
1:30 - 2:45 pm	Princess	Cannabis Land-Use Planning Challenges	Mat Vaughan
3:00 - 4:15 pm	Crown	Understanding and Protecting the Greenbelt	Kathy MacPherson and Shelley Petrie
3:00 - 4:15 pm	North York	Uh-Oh! It's a Heritage Property	Carolyn Van Sligtenhorst
3:00 - 4:15 pm	Princess	Cannabis Land-Use Planning Challenges	Mat Vaughan

Sunday, June 2 – 4:00 p.m. – 8:00 p.m. – Registration – Ballroom Foyer	
Sunday, June 2 – 7:00 p.m. – 9:00 p.m. – Wine & Cheese – North York Room	
Sunday, June 2 – 9:00 p.m. – 11:00 p.m. – Hospitality Suite – Gallery 900	
MONDAY, JUNE 3	TUESDAY, JUNE 4
8:00 a.m. - 10:00 a.m. Registration – Ballroom Foyer	8:00 a.m. – 10:00 a.m. Registration – Ballroom Foyer
7:30 a.m. to 9:00 a.m. Breakfast – Ballroom	7:30 a.m. to 9:00 a.m. Breakfast –Ballroom
8:30 a.m. Official Conference Opening – Ballroom	Election: TBD 8:00 a.m. <i>(details to be provided prior to election)</i>
9:00 a.m. – 10:15 a.m. Workshop	9:15 a.m. – 10:30 a.m. – Workshop
10:15 a.m. – 10:30 a.m. Comfort Break (C/S)	10:30 a.m. – 10:45 a.m. – Comfort Break (C/S)
10:30 a.m. – 11:45 a.m. Workshop	10:45 a.m. – 12:00 p.m. - Workshop
12:00 p.m. – 1:00 p.m. Lunch –Ballroom	12:00 p.m. – 1:00 p.m. – Lunch –Ballroom
12:30 p.m. – 1:30 p.m. – Ballroom Members Forum: Includes Nominations & Resolutions (Resolutions will address proposed changes to the Constitution)	1:15 p.m. – 1:30 p.m. Comfort Break
1:30 p.m. – 1:45 p.m. Comfort Break	1:30 p.m.– 2:45 p.m. Workshop
1:45 p.m. – 3:00 p.m. Workshop	2:45 p.m. – 3:00 p.m. Comfort Break (C/S)
3:00 p.m. – 3:15 p.m. Comfort Break (C/S)	3:00 p.m. – 4:15 p.m. – Workshop
3:15 p.m. – 4:45 p.m. Workshop	6:00 p.m. Banquet/Cash Bar – Ballroom (7:00 p.m. Dinner & Dancing to follow)
5:00 p.m. – Meet at front door of hotel to board busses for Empress of Canada Dinner Cruise Busses will depart by 5:10 p.m.	Workshop rooms are located on the Lower Lobby Level
10:00 - 11:00 p.m. – Hospitality Suite (Gallery 900)	Comfort Break with Coffee/Snacks (C/S)
WEDNESDAY, JUNE 5 – 7:30 a.m. – 9:30 a.m. Breakfast – Ballroom	
WEDNESDAY, JUNE 5 – 8:45 a.m. – Conference Closing Ceremonies – Ballroom	

Registration Information

	Member Fee	Non-Member Fee
Full Conference (Includes Monday & Tuesday night events)	\$600.00	\$750.00
One Day Registration (Monday OR Tuesday, includes workshops, breaks & lunch)	\$300.00	\$375.00
Companion Monday Night Event Ticket – Toronto Harbour Cruise/Dinner	\$75.00	\$75.00
Companion Tuesday Banquet Ticket	\$80.00	\$80.00
Companion Meal Program (Includes Monday/Tuesday – Breakfast & Lunch, Wednesday Breakfast – No substitutions)	\$166.00	\$166.00

Please register online at www.oaca.info (payment by credit card required). Registration opens online on April 1.

Upon registration you will be issued a receipt by email. If you do not receive receipt, please email oaca@outlook.com to obtain.

Conference material, including presenter handouts, will be distributed by email to all registered

Door Prizes & Volunteers

- ✓ Door prizes are appreciated and add to some lunch time fun! Please drop off door prizes at the registration desk
- ✓ We will be looking for volunteers to help with the election, if you are interested please email oaca@outlook.com or goodwina.oaca@gmail.com

2018 -2019 Annual Report

The 2018 -2019 OACA Annual Report will be available on May 1, 2019. This report summarizes a year in review of your Board of Director's activities and accomplishments, including updates on administration, education, website, conference/seminar, legislation, finance, governance and nominations.

As part of this report, the Board will be proposing changes to the Constitution to facilitate the transition to electronic voting practices and other general housekeeping matters.

Conference Package Attachments

1. 2018 AGM Minutes (as approved by the Board)
2. Proxy Form

MINUTES
of the
46TH ANNUAL MEETING
of the
**ONTARIO ASSOCIATION OF COMMITTEES OF ADJUSTMENT
AND CONSENT AUTHORITIES**
(OACA)

THE CITY OF NIAGARA FALLS
CROWNE PLAZA HOTEL
SUNDAY, June 3RD - WEDNESDAY, JUNE 6TH, 2018

PLEASE BRING TO OACA ANNUAL CONFERENCE
MEMBERS FORUM
CITY OF TORONTO – MONDAY, JUNE 3rd, 2019

MEMBERS OF THE BOARD OF DIRECTORS

2017 - 2018

PRESIDENT	Denise Rundle	Town of Pickering/City of Toronto
VICE PRESIDENT	Christine Vigneault	City of Vaughan
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	Paul Morand	Town of Tecumseh
	Kathy Lessard	City of Greater Sudbury
	Cathy MacMunn	Township of Central Frontenac
	Robert Waind	Town of The Blue Mountains

2018 CONFERENCE COMMITTEE

Allison Moore - Conference Chairperson

SUNDAY EVENING, JUNE 3rd, 2018

Members of the 2017-2018 Board of Directors welcomed the delegates and guests who attended the Wine & Cheese Welcome Reception on Sunday evening from 7:00 p.m. to 9:00 p.m.

MONDAY MORNING, JUNE 4TH, 2018

The conference opened with the Town Crier, Patrick Sirianni, welcoming the delegates and companions.

City of Niagara Falls Mayor Jim Diodati welcomed the delegates to Niagara Falls.

Denise Rundle, President, welcomed the delegates to the City of Niagara Falls for the Association's 46th Annual Meeting, and introduced the conference chair, Allison Moore.

Allison Moore, Conference Chair, welcomed the delegates and provided directions for the workshops, and instructions for the companions.

WORKSHOPS OFFERED (June 4th and 5th)

Tips and Techniques for Successful Hearings

Rick Ross, City Wide Chair for City of Toronto

This scenario based interactive session will go beyond the four tests and legal issues to address approaches that can make a hearing run more smoothly. We will explore dealing with interpersonal relationships including the interaction between applicants and neighbors, as well as with the Committee. We will also look at the dynamics between panel members. Relationships with staff will also be addressed. The overall goal of the session is to share best practices in a variety of areas.

Do you really understand the Planning Act or just do it because that's the way it's always been done?

Sidney Troister, LSM, Partner, Torkin Maines LLP

"But we've always done it that way!" The notorious phrase we've all heard a thousand times. In this workshop Sidney will review how Committees of Adjustment and staff have implemented various consent applications in the past, and how our processes need to be modernized and simplified. The workshop will touch base on inadvertent mergers, validations, lot additions to previously approved lots, reference plans as conditions (when there is a good legal description on title) and more. He will make time for all your questions.

Modernizing the Municipal Act, Bill 68

Fred Dean, Amberley Gavel Ltd.

The amendments to the Municipal Act and Municipal Conflict of Interest Act in Bill 68 will bring a significant new landscape to the entire municipal sector. This workshop will review some of the changes. While some changes are already in effect most will be effective on March 1, 2019. Now is the time to prepare. Mandatory Codes of Conduct for members of Council, committees and local boards together with Integrity Commissioners will take effect on March 1st. Also, the

process for complaints under the MCIA will change dramatically allowing complaints to go to the IC. What will be the impact of these changes? Relationships and conduct of members will be under a microscope like never before.

The Value of Registered Professional Planners

Jason Ferrigan, RPP President of OPPI & Dir of Planning for City of Greater Sudbury

The Ontario Professional Planners Institute (OPPI) is the recognized voice of the planning profession in Ontario. OPPI represents approximately 4000 professional planners across the province, many of whom work with Committees of Adjustment and Consent Authorities on a daily basis. This session will explore what is new at OPPI and the valuable role that Registered Professional Planners play in the minor variance and consent decision making processes.

Ontario Municipal Board Reform, Bill 139

Michael Bowman, Partner, Osler Hoskin & Harcourt LLP

With Bill 139 receiving Royal Assent on December 12, 2017 this brings many changes to the review of local planning decisions. In this session, Mr. Bowman will review the new changes and how the transition will take place, including what happens to appeals already before the OMB, appeals made between the date of assent and the date that the new rules are in place, and appeals made after the new legislation comes into force. Through this workshop delegates will also gain a better understanding of the new LPAT.

Medical Cannabis Grow Operations Panel

Craig Larmour, BA, MCIP, RPP, Director of Community and Development Services for Niagara-on-the-Lake, Mat Vaughan, Principal Planner, BES, MCIP, RPP, CMMII, Norfolk County, Jeff Ryan, Principal of Tweed (Canopy) Growth, Mike McGuire, Director of Operations- Office of Medical Cannabis, Ministry of Health

Join this panel discussion to learn more about the process of application for a Medical Cannabis Grow Operation and the direct connection it has to Committee of Adjustment. Each panelist will have a brief overview of their involvement in the process and then there will be an open-floor question and answer period.

Use Variances

Joel Farber, Partner, Fogler Rubinoff LLP

When can a Committee authorize a new use under Section 45 of the *Planning Act*? We will examine cases, trends and new developments in permissions for use variances. We will also look at practical examples of situations where Committees will be increasingly called on to consider use permissions.

Cultural Heritage in Land Use Planning

James Hamilton, Ministry of Tourism, Culture and Heritage

Staff from the Ministry of Tourism, Culture and Sport will offer an overview of Ontario's legislative framework for the protection of cultural heritage resources, as it pertains to the municipal land use planning process. This session will look at the mechanisms provided to municipalities in the Ontario Heritage Act, and the policies in the PPS on archaeological resources, built heritage resources and cultural heritage landscapes. We will discuss some of the common Official Plan policies that reflect these PPS provisions, and their implications for the consent and minor variance process.

Short Term Rentals and Air B n B

Italo Joe Luzi, CPSO, CMMIII, MLEO, CET, Manager of Enforcement Services, City of Vaughan

The short term rental workshop will provide a general overview of the short term rental concept, now a major component of the shared economy model. The historical zoning and enforcement realities will be explored and will include a scan of the applicable Acts and Legislation pertinent to regulation and licensing of this emerging land use concept. Finally, a focus on the legal implications of zoning/enforcement/investigative challenges will be coupled with a short case study which captures the uniqueness of the zoning/licensing regulation path, experienced by one Ontario municipality.

Committee of Adjustment and Natural Justice

Isaac Lallouz, P. Eng, Committee of Adjustment for City of Toronto, North York Panel

What is natural justice? For this workshop we will explore natural justice and the term of procedural fairness, rule against bias and the right to a fair hearing, transparency (members conduct during a hearing) and the treatment of selfrepresented parties during a hearing.

Engineering Considerations for Consent and Minor Variance Applications

David Martin, C.P.T., C. Tech, Supervisor, Development Engineering South, City of Mississauga

This session will be targeted to Committee of Adjustment members and will be an open discussion and examination of a number of examples of simple and complex development applications and how the engineering requirements relate or are considered when reviewing the considerations and tests in the Provincial Policy Statement and/or Sections 45 & 51 of the Planning Act.

Enforceable Conditions

Warwick Perrin, Supervisor of Enforcement, Niagara-on-the-Lake

Often committees of adjustment include conditions on provisional consents and variances that are to be enforced after time has passed, and perhaps new owners have taken over. In this workshop you will review different types of conditions that are often imposed that can be somewhat difficult to enforce. Discussions will cover some of our oddball conditions, how committees should consider the long term effect and how these conditions will be enforced.

Community Improvement Plans

Bobby Gauthier, MCIP, RPP, Senior Planner of WSP

Community Improvement Plans (CIPs) are flexible revitalization tools used by over a hundred municipalities in Ontario to promote investment in private property. The session will introduce and explore CIPs in depth. Using case studies, the presenter will illustrate the positive impact CIPs have had on municipalities, especially downtown and main street areas. The session will also explore more recent innovative uses of CIPs, such as promoting intensification and brownfield site redevelopment.

Do Rules Help or Hinder and Who is this Robert Guy Anyway?

****This is a 2-part workshop taking up two (2) time slots****

Lori Lukinuk, Lori Lukinuk Parliamentary Services

This workshop, delivered by Lori Lukinuk, Professional Registered Parliamentarian and Certified Parliamentarian, will actively engage participants to build a greater understanding and appreciation of parliamentary procedure. We will discuss the roles and responsibilities of a chair, and individual board members and how rules of order should be used as a tool and not a weapon. This session will provide an overview of the most commonly used motions and dispel many myths associated with the running of meetings.

Validation Certificates: Don't let the simple become complicated

Aaron Platt, Partner, Davies Howe LLP

In this workshop, Aaron Platt will review the purpose and intent behind s. 57 of the Planning Act and the ability of a Committee of Adjustment to issue a Validation Certificate. The workshop will then explore methods of streamlining the review and processing of these (often) time-sensitive applications and effective ways to approach the needs of external constituents and internal clients.

How infuriated neighbors use the C of A to resolve their boundary disputes and the options available to protect the process

Chris Kamarianakis, CEO, Protect Your Boundaries Inc.

In 2014, Protect Your Boundaries, published empirical data concluding that 49% of residential properties in the GTA experience *significant* boundary related issues. In this workshop, CEO Chris Kamarianakis will explore the research findings, the implications to the Committee of Adjustment Consent and Variance Process, and suggest measures that can protect the integrity and efficiency of the C of A process.

MEMBER FORUM

The Member Forum session was held at 12:30 p.m. on Monday, June 4th.

Denise Rundle, President, addressed the membership and provided a brief overview of projects undertaken by the 2017-2018 Board of Directors. Detailed highlights and updates were provided of the 2017/2018 Board work and achievements regarding the revised Primer on Planning course, Video Training Series for Committee Members, fiscal responsibilities and financial status, communication and outreach initiatives, governance policies and procedures and website/social media improvements. Denise thanked the Board for this work which provides OACA with a solid foundation for continued growth.

Denise called for a Motion to adopt the 2017 Annual General Meeting Minutes.

Lee Anne Doyle requested that the spelling of her name be corrected in the minutes.

MOVED BY: John Schonewille, Town of Grimsby

SECONDED BY: Laurie Forbes, Township of Muskoka Lakes

THAT the 2017 Annual General Meeting Minutes are adopted, as amended.

CARRIED

Denise called for a motion to adopt the 2017-2018 Financial Statements.

MOVED BY: Cathy MacMunn, Township of Central Frontenac
SECONDED BY: Andreas Petersen, City of Thunder Bay

THAT the 2017-2018 Financial Statements of the Association are adopted as circulated.

CARRIED

Denise called for a motion to adopt the 2017-2018 Annual Report.

MOVED BY: Paul Brown, County of Haldimand
SECONDED BY: Lee Anne Doyle, Town of Tecumseh

THAT the 2017-2018 Annual Report of the Association is adopted as circulated.

CARRIED

Denise opened the floor for questions from the Membership regarding the business of the Association. Denise called three times for questions from the floor.

No questions were raised.

MOVED BY: Paul McQueen, Municipality of Grey Highlands
SECONDED BY: Paul Morand, Town of Tecumseh

THAT the 2018 Members Forum be closed.

CARRIED

NOMINATIONS

Cathy MacMunn, Nominations Committee Chair, advised the members that under the Association's new Constitution, only three (3) Director positions are available for election. The three available positions will have a three year term running from 2018 to 2021. Cathy presented the following slate of Directors who have been nominated:

Cathy MacMunn, Township of Central Frontenac
Kathy Lessard, City of Greater Sudbury
Robert Waind, Town of the Blue Mountains
Herbert Nobes, Town of Grimsby

Cathy asked for a motion to accept the nominations report.

MOVED BY: Elaine Munro, City of St. Catharines
SECONDED BY: Barb Schellenberger, Township of Mapleton

THAT the nominations report be accepted.

CARRIED

Robert Waind requested permission to address the membership and was given the floor. Robert advised that due to ongoing health issues he was unable to put his name forward at this time for re-election as a Board Member. Robert advised that he has served on the Board of the Association for 18 years and that he will sincerely miss this involvement.

Cathy MacMunn called three times for nominations from the floor. None were forthcoming.

Cathy asked those nominated if they were willing to stand for election as Director. With the exception of Robert Waind, all nominees accepted.

Cathy asked for a motion to close nominations from the floor.

MOVED BY: Robert Waind, Town of the Blue Mountains

SECONDED BY: John Schonewille, Town of Grimsby

“THAT Nominations for the position of Director be closed.”

CARRIED

Cathy advised that as only three nominations were received for the three available Director positions, no election would be held, and the three nominees are acclaimed as Directors. The 2018-2019 Board of Directors is therefore as follows:

2018-2019 BOARD OF DIRECTORS (in alphabetical order)

Allison Goodwin, County of Hastings

Mark Hacon, County of Oxford

Kathy Lessard, City of Greater Sudbury

Cathy MacMunn, Township of Central Frontenac

Paul Morand, Township of Tecumseth

Herbert Nobes, Town of Grimsby

Denise Rundle, Town of Pickering/City of Toronto

Christine Vigneault, City of Vaughan

Susan Votour, City of Orillia

TUESDAY EVENING BANQUET

Denise Rundle, President, thanked all in attendance for making the conference a success and particularly thanked Allison Goodwin, Conference Chair and the staff of the hotel. Denise introduced and thanked the outgoing Board of Directors and introduced the new Board of Directors.

WEDNESDAY MORNING, June 6th, 2018

Denise Rundle, President, opened the business session at 8:45 a.m. She announced the following seminars and conference:

2018 Seminar – Guelph
2019 Conference – Toronto

Denise Rundle, President, called for a motion to ratify the motions, resolutions and actions of the 2017-2018 Board of Directors.

MOVED BY: Cathy MacMunn – Township of Central Frontenac
SECONDED BY: Paul Morand, Township of Tecumseth

“THAT the motions, resolutions and actions of the 2017-2018 Board of Directors be ratified and confirmed.”

CARRIED

Denise Rundle, President, called for a motion to close the 2018 Conference.

MOVED BY: Mark Hacon – County of Oxford
SECONDED BY: Allison Goodwin – County of Hastings

“THAT the 2018 Annual Conference be closed.”

CARRIED

Denise Rundle, President

Susan Votour, Recording Secretary

OACA Proxy Ballot

Pursuant to OACA Constitution, voting by proxy shall be permitted. The procedures associated with proxy voting are as follows:

- 1) Full Members in good standing can assign their proxy to a Full member of the Association in good standing attending the Annual Meeting. **No member may act as a voting proxy for more than 5 other members.**

- 2) All proxies must be validated by the Nominations Chair, or designate, prior to the Election.

I, _____, the undersigned, being a member in good standing assign my proxy vote to, _____, being an Full member of the Association in good standing attending the Annual Meeting.

Signature of member assigning Proxy Vote

Section to be completed by the Nominations Chair, or designate.

Nominations Chair

Date Validated

Membership number

OACA Proxy Ballot

Pursuant to OACA Constitution, voting by proxy shall be permitted. The procedures associated with proxy voting are as follows:

- 1) Full Members in good standing can assign their proxy to a Full member of the Association in good standing attending the Annual Meeting. **No member may act as a voting proxy for more than 5 other members.**

- 2) All proxies must be validated by the Nominations Chair, or designate, prior to the Election.

I, _____, the undersigned, being a member in good standing assign my proxy vote to, _____, being an Full member of the Association in good standing attending the Annual Meeting.

Signature of member assigning Proxy Vote

Section to be completed by the Secretary-Treasurer;

Nominations Chair

Date Validated

Membership number