

**STAFF REPORT:** Planning & Building Services Department



**REPORT TO:** Planning Committee  
**MEETING DATE:** May 4<sup>th</sup>, 2009  
**REPORT NO.:** PL.09.49  
**SUBJECT:** Board of Directors of the Ontario Association of Committees of Adjustment & Consent Authorities  
**PREPARED BY:** David Finbow, Director, Planning & Building Services

#### **A. Recommendations**

**That Council endorse Robert B. Waind's application to become a member of the Board of Directors of the Ontario Association of Committees of Adjustment & Consent Authorities.**

#### **B. Background**

Committee of Adjustment member Robert B. Waind has indicated that he is interested in serving on the Board of Directors of the Ontario Association of Committees of Adjustment & Consent Authorities (OACA). To facilitate this, an endorsement from Council is required.

OACA is a not for profit volunteer association whose mandate is to educate its members and lobby the Provincial Government for changes in Legislation and Regulations to assist in streamlining the Minor Variance and Consent processes, including the reduction of "red tape". Attached as Appendix "A" is background information related to OACA.

In accordance with OACA's By-laws, no member of the Board shall hold the position of Director for more than three continuous years. The election of Directors will occur at OACA's annual conference to be held May 31 to June 3, 2009.

Town Staff see considerable merit in Mr. Waind providing his services to OACA and the related positive exposure that his involvement will bring to the Town.

**C. Strategic Plan**

N/A

**D. Budget Impact Statement**

Nil – see attachment “B”

**E. Attachments**

- A. Ontario Association of Committees of Adjustment and Consent Authorities (OACA) background information.
- B. “What you need to know about being an Executive Member”

Respectfully submitted:

David Finbow, Director, Planning &  
Building Services/CBO

## ONTARIO ASSOCIATION OF COMMITTEES OF ADJUSTMENT AND CONSENT AUTHORITIES (OACA)

OACA is a not for profit volunteer Association whose business is conducted by an elected nine (9) member Board of Directors, governed by a Constitution and By-laws. The membership of the Association consists of Secretary-Treasurers of Committees of Adjustment and Land Division Committees, Appointed Members who sit on these Committees and some associate members who work in the area of consents and minor variances. Members of the Committees can be locally appointed residents, Members of Council or a combination of both who have the responsibility to provide fair and sensitive adjudication on applications for relief from municipal Zoning By-laws or applications for various types of consents. The Secretary-Treasurers are usually municipal staff persons. The combination of having both staff and committee members in one organization makes OACA a unique and dynamic organization that responds to a variety of interests and needs for its membership.

Our mandate is to educate our members and lobby the Provincial Government for changes in Legislation and Regulations to assist in streamlining the Minor Variance and Consent processes, including the reduction of "red tape". This Province-wide Association provides many opportunities for our members to learn and discuss the application and implementation of existing and proposed legislation. We offer an economical one day seminar annually as well as an annual four (4) day conference together with our Annual General Meeting. OACA events are held at different locations throughout the Province, generally in the spring and fall of the year. Both the seminar and conference formats consist of hands-on practical workshops and keynote luncheon speakers on topics of interest for all of our members. These OACA functions offer a great opportunity to exchange ideas, network and help promote a Province-wide consistent approach to interpreting and implementing legislation that affects the day-to-day operations and decisions of Committees of Adjustment and Land Division Committees.

The Association also offers a correspondence course, entitled "Primer on Planning", twice per year. Through one of our partnering initiatives, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) delivers the course. The successful completion of this course is one in a number of criteria required to be recognized professionally as an Accredited Committee Secretary-Treasurer - ACST, Accredited Committee Secretary-Treasurer (Associate) - ACST (A), Accredited Committee Member - ACM or Accredited Committee Member (Associate) - ACM (A).

We offer an economical membership in OACA to attract as many municipal staff and Committee members as possible to our Association. A strong, diverse and educated membership with hands-on experience with the Planning Act will assist in providing a consistent approach and better service for Committees of Adjustment and Land Division Committees across Ontario. If you are interested in participating in this highly professional, progressive and dynamic organization, please visit our web site at:

[www.oaca.info](http://www.oaca.info)

**"WHAT YOU NEED TO KNOW ABOUT BEING AN EXECUTIVE MEMBER"**

The executive has 7 meetings per year, June (immediately after conference), September (prior to seminar), November, January, March, July and June (Sunday prior to start of conference).

The June meetings are held at the conference location and the September meeting at the seminar location. All other meetings are usually held in a location convenient to the executive.

Meetings are held on a Friday, most executive members arriving Thursday evening. Accommodation, meals and travel expenses are covered for these meetings.

The meetings are sometimes a teleconference not requiring any travel.

Expenses for the first meeting (June - immediately after conference closing) are not covered as members are already at the conference.

The September meeting is combined with seminar and expenses are covered, including seminar registration.

For the June meeting prior to conference, conference registration, expenses (one nights accommodation, if required, meals and travel) are covered.

Most importantly, being involved keeps you active, informed and in touch with others in your field. This is a BONUS.

Please note that you must be a member in good standing to put your name forward for election at conference.