



Ontario  
Professional  
Planners  
Institute

Institut des  
planificateurs  
professionnels  
de l'Ontario

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**Ontario Planners: Vision · Leadership · Great Communities**

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## **Ontario Professional Planners Institute Workplace Continuing Education Program**

### **Planner at the Ontario Municipal Board**

#### Overview

Virtually everything a planner does has the potential to become the subject of an Ontario Municipal Board hearing. Background studies and research can become vital evidence supporting a decision. Recommendations to a council or a client may become the subject of cross-examination.

Municipal Board hearings are stressful times for a planner. The planner is under fire (or feels like it), subject to cross-examination, and under the watchful eye of their own client or council. The planner will be relied upon to justify and, to an extent, defend a recommendation or conclusion that was made several months or even years ago.

In many cases, a solicitor may not be involved until the matter is actually on its way to a hearing. In rarer instances, usually in smaller communities, the planner may attend without a lawyer at all.

Most planners must learn the skills necessary to be effective at the Board the hard way - trial and error. Yet, a planner must expect to appear at hearings periodically, and as the career progresses, hearings become increasingly difficult as the issues become larger and more complicated and the opposition more skilled.

The purpose of this seminar is to provide practitioners with useful ideas and techniques for dealing with OMB hearings. Seminar leaders include experienced municipal and private sector planners, lawyers, and a representative of the Ontario Municipal Board. The seminar consists of a series of modules over a one day period and includes such topics as the planner as an expert witness; the role of the solicitor; the role of the OMB member; preparation and presentation of evidence; performance on the stand; and mediation.

The ideal number of course participants is between 30 and 42.

## Costs

On a per student cost basis, the course is a very cost-effective means of providing continuing education for employees. The workplace is responsible for the instructor's and panellists' travel and accommodation expenses, and an OPPI fee of \$50 per person per day. This amount includes one-time-only use of the course content and a master copy of the course material.

## Responsibilities

### Workplace Responsibilities:

- Contact OPPI to arrange for one-time use of the course.
- After booking the instructor, notify OPPI of course date(s). Provide contact name and mailing address for course material.
- Supply OPPI with a list of participants, including full names, at least one week prior to the delivery of the course.
- Contact instructor to arrange customized delivery of the course, book dates and arrange payment directly to the instructor.
- Arrange all logistical details including classroom space, refreshments, photocopying, registration and production of course materials.
- Use the OPPI name, logo and branding statement with the course materials.

### Instructor Responsibilities:

- Work directly with the workplace in the design and delivery of the course.
- After booking with workplace, notify OPPI of course date(s).
- Keep OPPI apprised of any issues that may affect the image or credibility of the course.
- Contract directly with the workplace regarding fees and expenses.
- Provide OPPI and workplace with a summary of the course evaluations.

### OPPI responsibilities:

- Contract with the workplace to permit use of the course.
- Send letter/e-mail confirming course date(s) and workplace responsibilities.
- Provide a master copy of course materials to the workplace.
- Invoice the workplace for the OPPI fee.