



APRIL 14, 2020

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ABOUT THIS NEWSLETTER

You are receiving this eblast as OPPI has switched its monthly *The Planner* newsletter to a weekly eblast. We will share the most important information and resources with members every Tuesday. If you have any questions, suggestions and ideas, please contact us at info@ontarioplanners.ca.

Here's What You Need to Know Right Now

Member Updates for the week of April 14

Here is what OPPI members need to know this week:

- **Thank you to all members who took the time to provide OPPI with questions and your concerns** - we are working to answer as many questions as we can and will share them with the membership. Please see below for the initial results of our COVID-19 survey.
- **We are working on a follow-up survey to better understand the municipal experience.** Please stay tuned for this survey and thank you in advance for providing your feedback - we will share the results with the membership.
- **LPAT made an announcement on scheduling settlement hearings** - please see more in our Legislative Corner updates.
- **OPPI staff is working on developing member resources** - we will have more to share as they become available and ready to share, but please stay tuned.
- **Updates will be shared with members** - on our social media channels, on our resource webpage and in this eblast as they become available.



OPPI wants to thank members for your assistance and patience during this time as we focus on providing the information you need to do your jobs. If you have any questions and suggestions about this weekly eblast, please contact OPPI at info@ontarioplanners.ca.

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OPPI COVID-19 Survey Results

Thank you to members who have filled out our COVID-19 survey

OPPI would like to share with the membership the initial results of our COVID-19 survey.



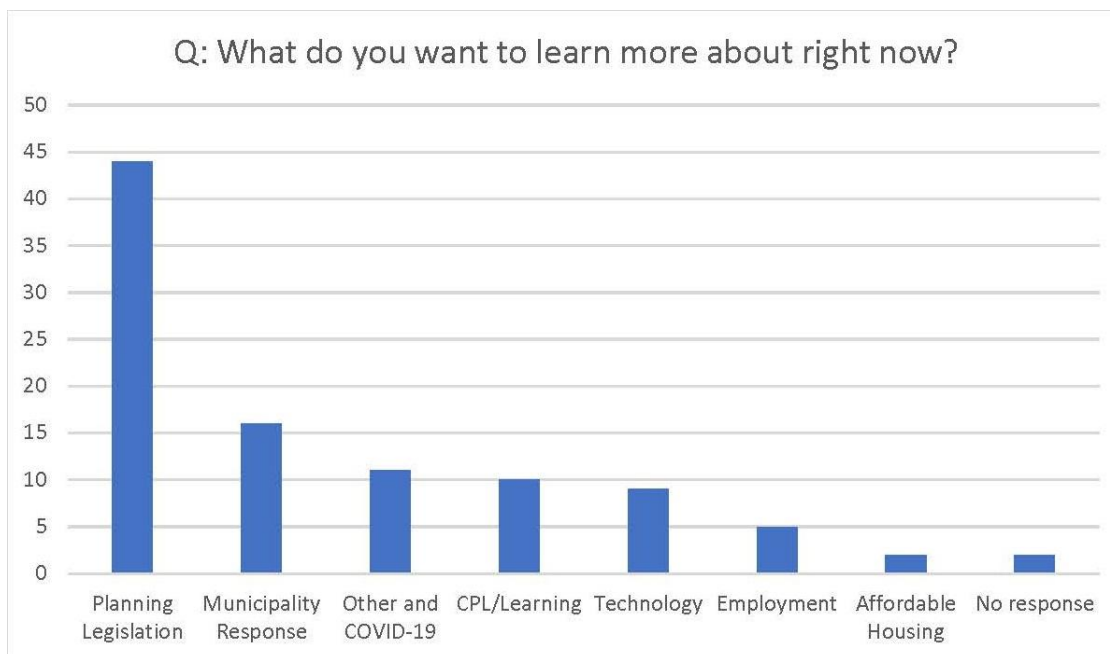
Specifically, we know you want to know more about:

- How the emergency order implicates planning/planners
- Whether or not planning is an "essential service"
- How the emergency order impacts LPAT and other planning mechanisms
- Online consultation
- E-permitting
- CPL during this period
- Virtual Council meetings

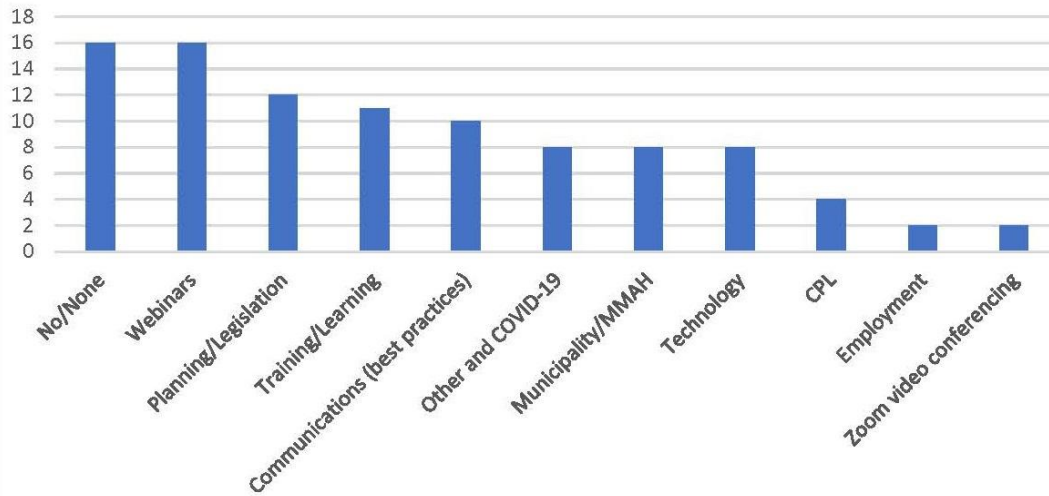
OPPI will follow up with a survey to better understand the municipal experience and answer some of the questions that have come in from our initial survey and member enquiries. Please stay tuned for this survey.

In the meantime, OPPI is seeking information to develop resources on virtual Council meetings - has your municipality held one? Have you done any consultative sessions virtually? Do you have any lessons or takeaways we can share with the membership? If so, please contact OPPI at info@ontarioplanners.ca.

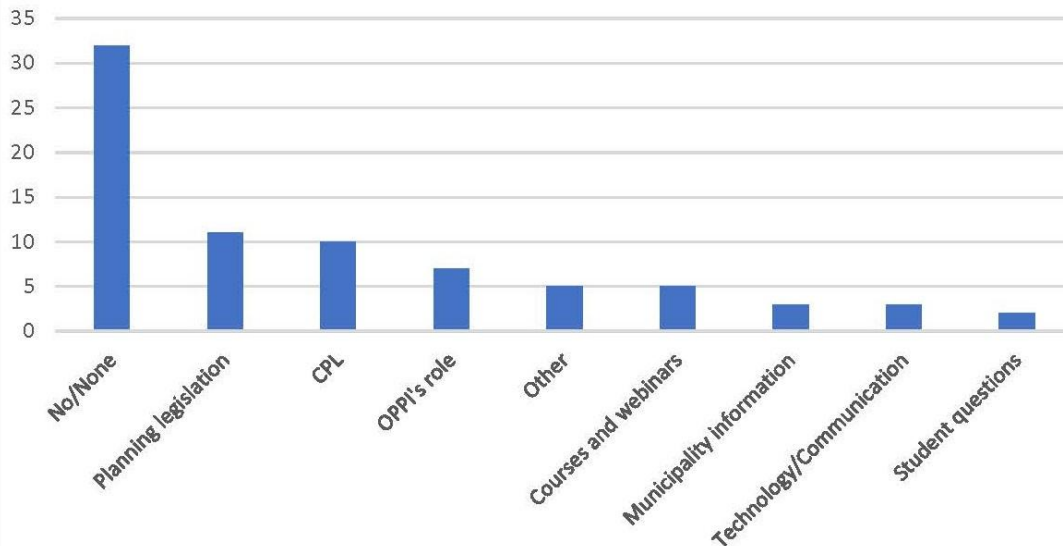
Here are the aggregated results so far and what is on your mind:



Q: What kind of resources do you need/do you have any resources you'd like to share?



Q: Do you have any questions at this time?



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Legislative Corner Updates

LPAT to Schedule Settlement Hearings



Starting April 6, 2020, the LPAT will schedule settlement hearings through teleconference or written submissions, on a case-by-case basis. Members interested in settlement hearings must submit a Settlement Request Form demonstrating that there would be no prejudice to any party if LPAT were to proceed by teleconference or written submissions.

- [LPAT website](#)
- [LPAT Rescheduling Settlement Hearings Announcement](#)
- [Settlement Request Form \(PDF\)](#)

For more information, OPPI recommends members email Deputy Registrar, Evelyn Dawes, at LPATRegistrar@ontario.ca.

Regulations Open for Comment

We know members are busy working through other priorities, but for those who can provide comments the following regulatory items are open for public comment (deadlines in brackets):

- [Proposed regulatory matters pertaining to community benefits authority under the Planning Act, the Development Charges Act, and the Building Code Act \(April 20, 2020\)](#)
- [Early Access to Land for Environmental Studies on Transmission Project \(April 30, 2020\)](#)
- [Proposal to identify and protect a corridor of land for future electricity infrastructure in the Greater Toronto Area \(May 7, 2020\)](#)
- [Proposed agricultural land use amendment for Hearst and Kapuskasing \(May 15, 2020\)](#)
- [Proposed amendments to Ontario Regulation 244/97 and the Aggregate Resources of Ontario Provincial Standards under the Aggregate Resources Act \(May 15, 2020\)](#)
- [New Statement of Environmental Values for Ministry of Infrastructure \(May 25, 2020\)](#)

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Frequently Asked Questions

Each week we will share questions received from the membership with answers (if we have them). When we don't have the answer, we will open it up to you to share any best practices and solutions you've found that work. We will share all of these answers, solutions and everything else with members and a complete list can be found on our [resource webpage](#).

Q: Is Planning Considered an "Essential Service" During This Period?

A: On March 23, the Province of Ontario announced the shutting down of non-essential services to combat COVID-19. [A list was published by the Ontario government](#) outlining the essential services that remain open during this period.



On March 25, the Province of Ontario [announced the launch of a toll-free line \(1-888-444-3659\)](#) to provide support to Ontario businesses who have questions about the province's recent emergency order to close at-risk workplaces following recommendations by Ontario's Chief Medical Officer of Health.

The province issued an [emergency order](#) to close at-risk workplaces and encourage non-essential businesses to find ways to help their employees work from home.

OPPI is aware of members being included in municipality crisis response teams, planning departments designated as essential, and members who have been asked to work from home. Unfortunately, there isn't a "one-size fits all answer" and it is dependent on your employer and/or workplace. OPPI will continue to provide any updates to answer this question as information change.

OPPI recommends members and employers who have questions about closures of at-risk workplaces or how emergency measures impact their business or employment can call the Stop the Spread Business Information Line at 1-888-444-3659. Help is available from Monday to Sunday, from 8:30 a.m. to 5:00 p.m.

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Member Resources

Each week we will share resources with members for your benefit and interest. If you have any you would like to share, please contact OPPI at info@ontarioplanners.ca. A complete list can be found on our [resource webpage](#).

Need to Hold a Virtual Meeting? Check out Dillon Consulting's Guide

Need to Hold a Virtual Meeting? - Here's How



Overview

The idea of holding virtual meetings is top of mind these days as it may take a while before we are comfortable with going back to our typical public meeting or stakeholder committee meeting formats. There are great reasons to have virtual meetings as part of our engagement toolkit and this is an opportunity to test out their benefits which include:

- Broadening participation beyond those who are able to attend an event in person.
 - Providing a resource for people to come back to enabling participation on their own schedule.
 - Provide a good balance of information and opportunities to ask questions and obtain responses while minimizing grandstanding.
- The following provides guidance on three types of engagement meetings with technology suggestions.

Open House

Present information by posting display panels on the project web page and a listing people to "flip through at their own leisure (post as a pdf or use ISSU). Ask for input through a survey (use Google Forms, Survey Monkey).

Enhancements: Add a video or voice over of someone presenting the panels; advertise time where people can chat directly with a project team member to ask questions and provide input; post a FAQ responding to input received.

- **Advantage** – participants can view at any time that fits their schedule
- **Disadvantage** – limited opportunity for being responsive to questions

Public Meeting

Invite people to participate in a virtual presentation (use Webex, Google Meet, Zoom, YouTube Live, Facebook Live or a Telephonic Town Hall). Use live polling (use Mentiimeter, Poll Everywhere, Survey Monkey) as part of the presentation and where possible mention the live poll results as part of the information being presented. Some platforms allow participants to ask questions that only the moderator can view whereas others allow for questions to be seen by all participants.

- **Advantage** – participants can ask questions of the presenter
- **Disadvantage** – participants need to sign on at the scheduled time

Stakeholder Meeting/ Workshop

Run a virtual stakeholder meeting or workshop with active participation (use Zoom or Google Meet to host). Engage participants through interactive exercises using digital tools (such as Mentiimeter, Poll Everywhere, or Google Jamboard) to generate ideas and discussion. During the workshop or meeting, have participants break into small group discussions (have participants leave the main video call, and join in a different call with the group). Have small groups re-join the main group to present ideas and topics of discussion.

- **Advantage** – participants can engage with large and small groups in discussions
- **Disadvantage** – requires a greater comfort level with using technology and participants have to sign in at the scheduled time

Tips and Tricks for Virtual Meetings

- **Lots of Promotion** – provide frequent, clear and concise communications, and put effort into promoting engagement opportunities.
- **Don't leave it all to the one meeting** – engage often sharing information regularly over time rather than "latching on 1 or 2 key events".
- **Variety** – use a variety of tactics focusing on being visual and using strong graphics.
- **Advanced Homework** – provide participants with an agenda and material to review ahead of time to increase meeting clarity and the time available for dialogue.
- **Clear Agenda and Strong Facilitation** – help participants stick to the agenda through strong facilitation, record and present feedback during the meeting to show participants you are listening.
- **Test Drive** – send instructions to participants ahead of time so they can make sure the technology works for them; do a test run and leave time to adjust and come up with a backup plan if needed.
- **Slow down** – speak slowly and enunciate words.
- **Break up the presentation** – present the narrative in small chunks and use cues so participants can easily follow along.
- **Verbally direct the audience** – use your words to tell participants where to look on screen (for example, "on the screen, you'll see the graph on the bottom right...").

For more information please contact Karla Koli at KKoli@dillon.ca.

Check Out the Tools

Survey and polling tools:

- [Google Forms](#)
- [Survey Monkey](#)
- [Poll Everywhere](#)
- [Social Pinpoint](#)
- [Mentimeter](#)

Webinar tools:

- [Webex](#)
- [Zoom](#)
- [Google Meet](#)

Interactive presentation tools:

- [Google Jamboard](#)
- [Google slides](#)
- [Mural](#)



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OPPI would like to thank Dillon Consulting for providing their Virtual Meetings Guide to share with members. The idea of holding virtual meetings is top of mind these days as it may take a while before we are comfortable with going back to our typical public meeting or stakeholder committee meeting formats.

Come away with suggestions on holding three specific meetings - open house, public meeting and stakeholder meeting/workshop - plus some additional tips and tricks for holding virtual meetings. [Click here to access Dillon's guide.](#)

Members can also visit [OPPI's COVID-19 resource webpage](#) for more information and resources. If you have a resource or guide you would like to share with members, please email OPPI at info@ontarioplanners.ca and we will feature it in our weekly newsletter and add it to our resource webpage.

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Other OPPI News

OPPI Postpones PlanON Awards to 2021



OPPI would like members to know that after some careful discussion, and looking at what other organizations are doing, we've decided to postpone the awards program for one year. We will launch again in 2021.

Thank you to members who expressed interest in participating on our awards jury. The members selected for the PlanON jury will be asked to serve in this capacity in 2021.

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Each week we want to share a little bit of good news with members. OPPI is asking members to snap photos of their work space (at home or elsewhere) or their happy place and provide a sentence or two as to what makes your space or happy place what it is. Please email your photos and information to communications@ontarioplanners.ca and we will share it each week. Selected members will receive some OPPI swag as a thank you once the office reopens.

This week's photos come from OPPI's Communications and Marketing Manager, Rob Kirsic. *"My home office is in my kitchen and what I enjoy most is looking at the side of our fridge where my wife and I have collected magnets from our travels. In addition, in our kitchen, we have a beautiful painting that was given to us as a wedding gift that we cherish - it's a painting of Lake Garda in Italy."*



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FOLLOW OPPI ON SOCIAL MEDIA

Follow OPPI for updates and information related to COVID-19.



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