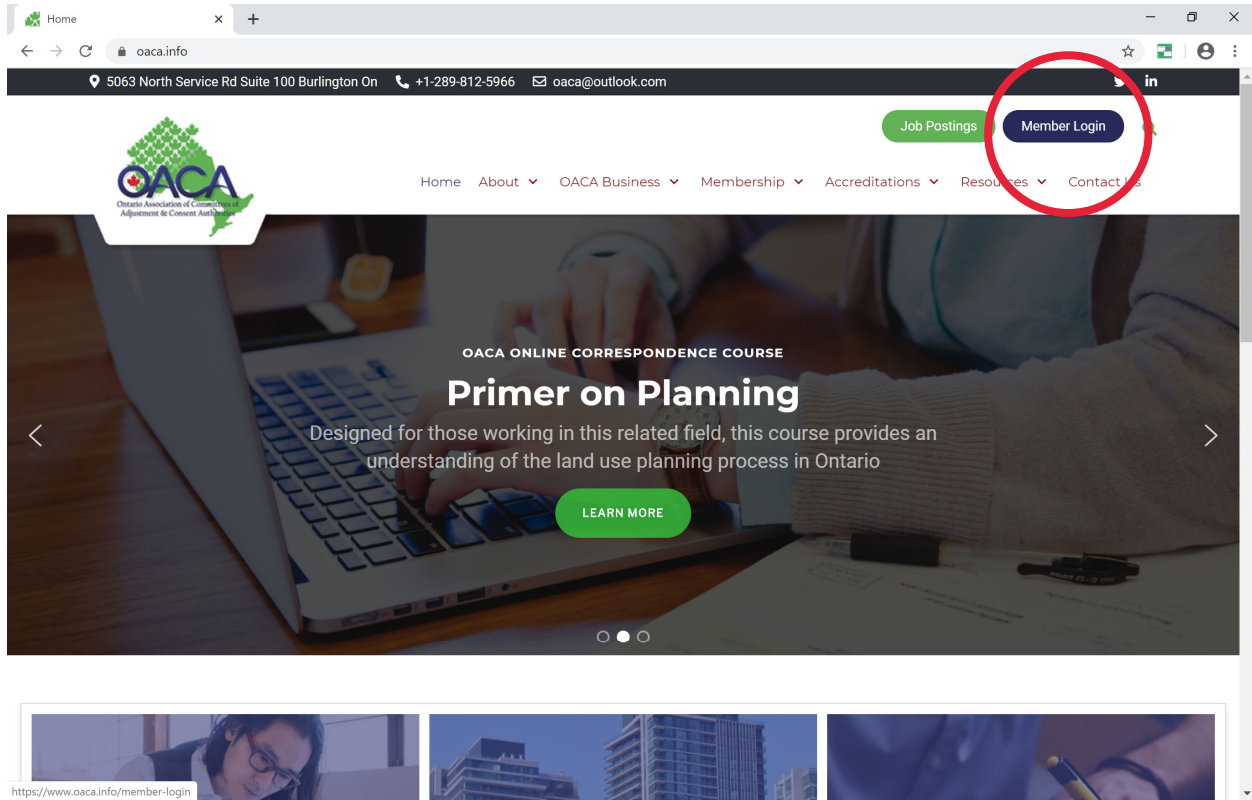
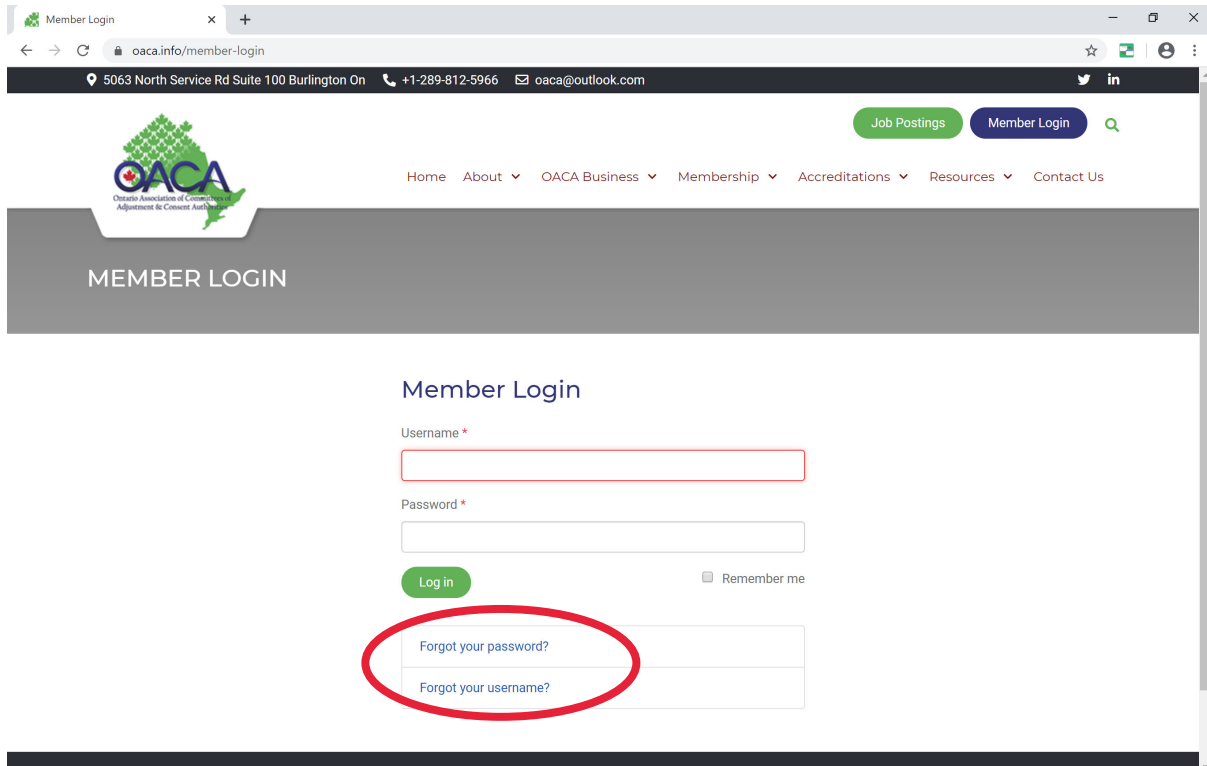


How to **Submit** or Renew Annual Membership Online

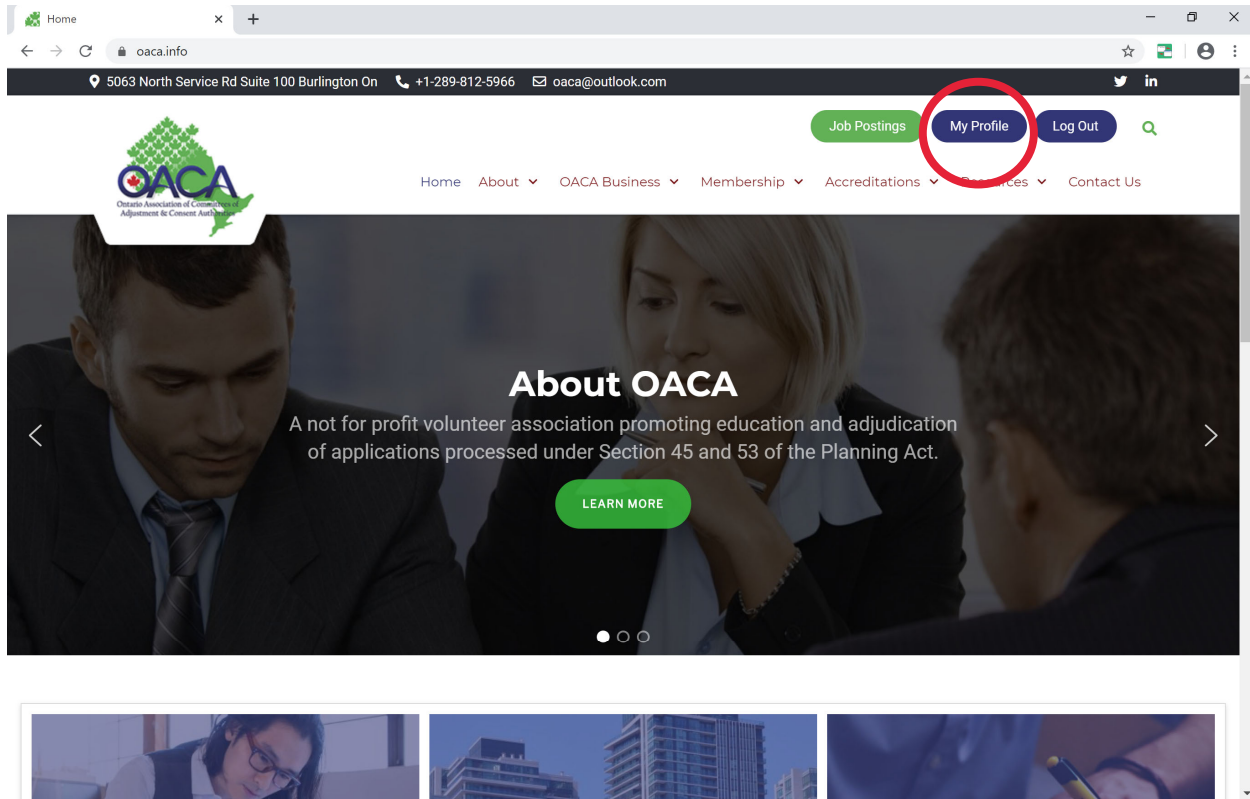
1. Click on Member Login (If you are an existing member, you MUST login before processing your membership renewal).



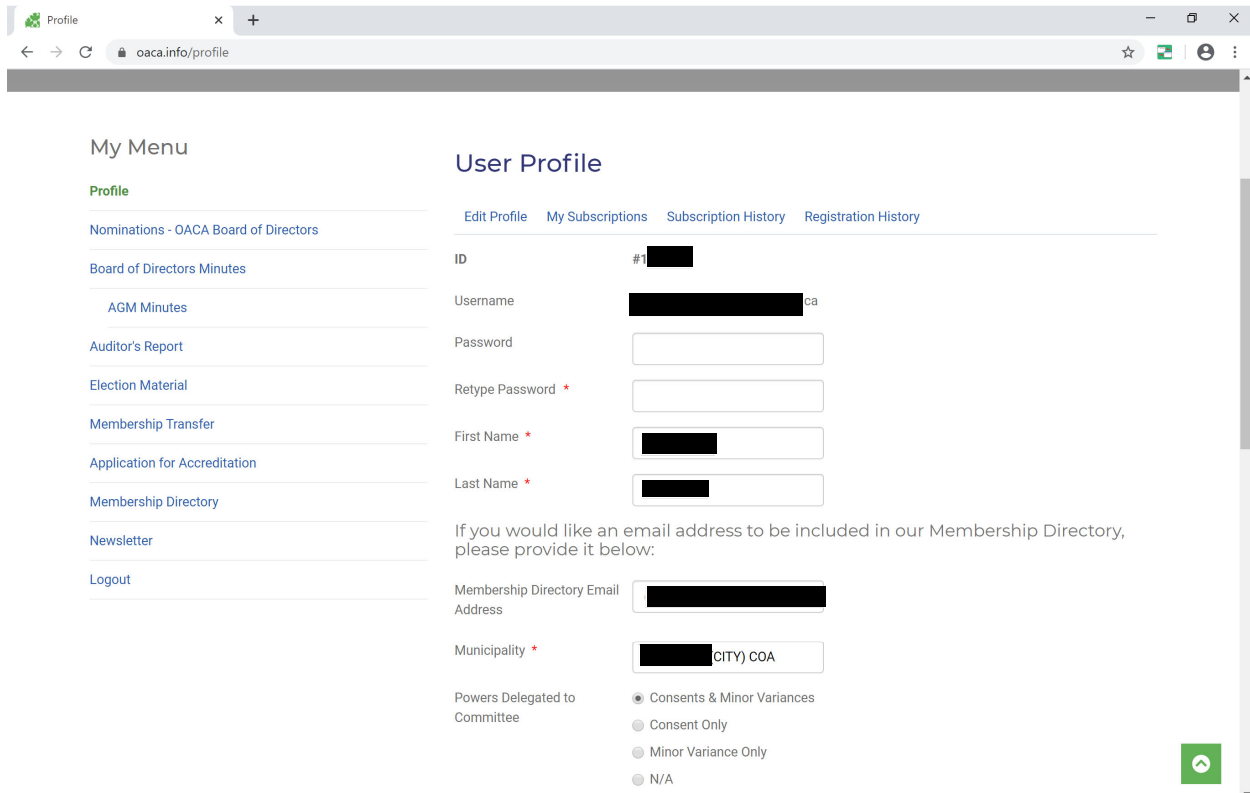
2. Enter your username (email address provided to OACA) and password. If you do not know your password click "Forgot your Password?" and a reset will be sent to your email.



3. Once logged in, click on “My Profile”



4. Scroll through your profile and make sure that all information is up to date. If you change anything, please make sure you click on the green “Update” button at the bottom of the page.



5. At the bottom of the page you will see “Renew Membership”, click on “Process Renewal”

Country *

Province *

Phone

Email *

Confirm Membership Type * Active Member
 Associate Member

Position *

Renew Membership

Renew subscription plan OACA Membership for 1 year. Price \$150.00.

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6. Scroll to the bottom of the page and enter your credit card information. Once entered, click “Process Registration”. Make sure you accept privacy policy (check box) and accept terms and conditions (check box) before clicking process registration.

Confirm Membership Type * Active Member
 Associate Member

Position *

Payment Information: OACA, Burlington, ON, Canada

Price (CAD\$)

Payment Method

Credit Card Number *

Expiration Date * /

Card (CVV) Code *

Card Holder Name *

Privacy Policy

I accept the Terms and Conditions

By signing up to this subscription plan and agreeing to the Privacy Policy you agree to this web site storing your information.

7. Once you process registration, this page will appear. You will also receive an email with your receipt attached (to submit for reimbursement to your municipality/organization, if applicable).

The screenshot shows a web browser window with the URL oaca.info/profile/subscription-complete. The page is titled "Subscription Complete" and includes a "My Menu" sidebar on the left. The main content area displays the following information:

Thank you for renewing your subscription. Your renewal details are as follows:

Plan	OACA Membership
Email	[REDACTED]
Subscription Start Date	Friday, 12 July 2019
Subscription End Date	Thursday, 31 December 2020
First Name	[REDACTED]
Last Name	[REDACTED]

If you would like an email address to be included in our Membership Directory, please provide it below:

Membership Directory Email Address	[REDACTED]@ca
Municipality	[REDACTED] (CITY) COA
Powers Delegated to Committee	Consents & Minor Variances
Street Address	[REDACTED]
Address Line 2	[REDACTED]
City/Town	[REDACTED]
Postal Code	[REDACTED]
Country	Canada
Province	Ontario
Phone	[REDACTED]

Confirm Membership Type: Active Member

8. If you are a NEW member, please click on "Membership Application Form" and complete required information/payment details.

The screenshot shows the OACA Membership Application Form page. The URL is oaca.info/membership/membership-application-form. The page features a navigation bar with "Home", "About", "OACA Business", "Membership", "Accreditations", "Resources", and "Contact Us". A "Job Postings" button and a "Member Login" button are also visible. The main content area is titled "OACA MEMBERSHIP" and includes a "Membership Application Form" link, which is circled in red. Below the main content, there is a section for "Membership" with a link to "Membership Application Form". The "OACA Membership Subscription" section provides the following information:

Online Member Application:

Active/Full Membership - \$150:

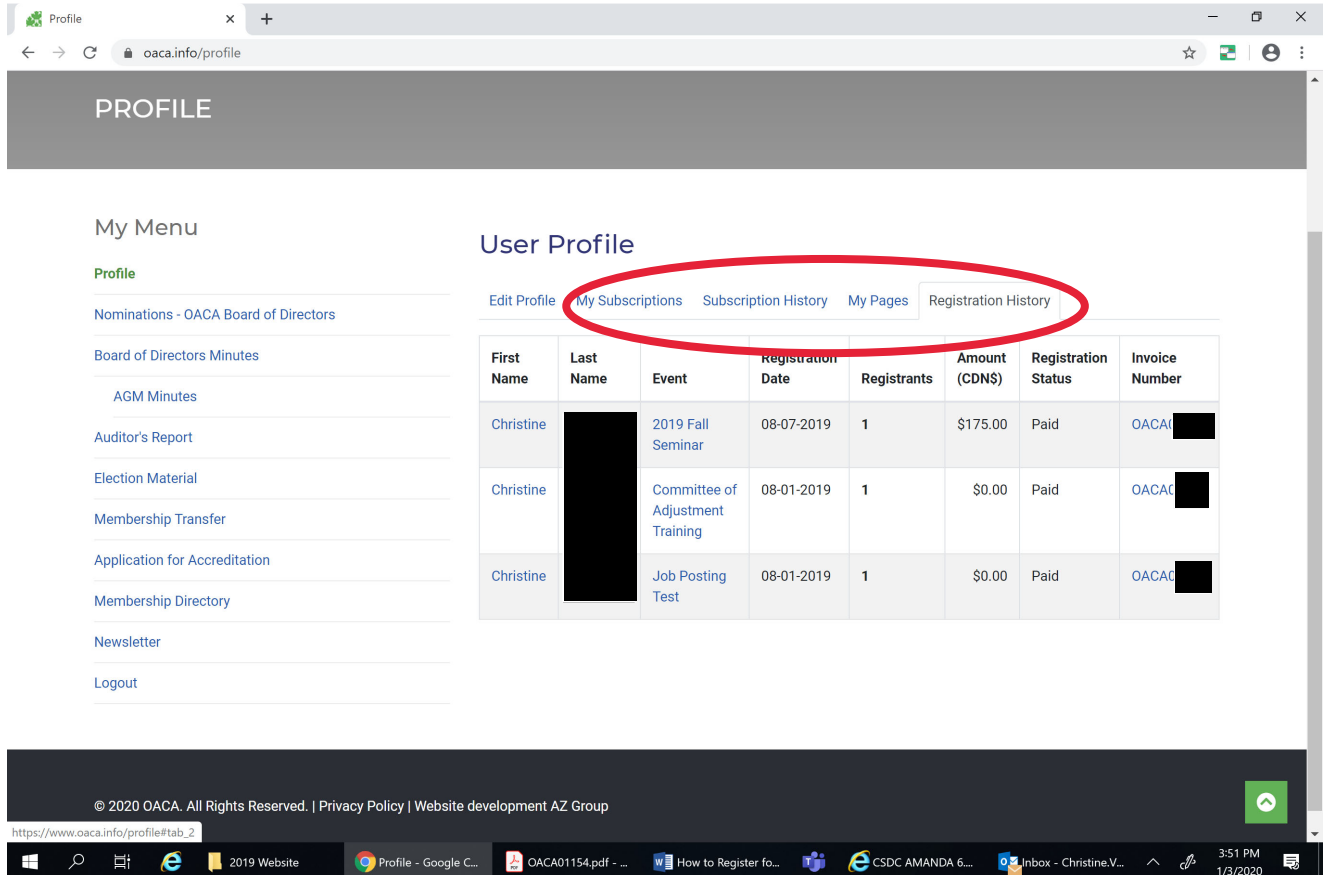
Restricted to Committee Members, Secretary Treasurers & Assistant Secretary Treasurers of Committees of Adjustment, Land Division Committees and Consent Granting Authorities.

Associate Membership - \$150:

FAQ

1. Can I submit application form and cheque by mail?

In order to provide more efficient service and to accurately track member data, OACA is no longer accepting cheques and hard copy forms by mail. All member transactions are tied to your unique member ID, so at any time you can view any transaction made with OACA by clicking on the “My subscriptions” tab (which is your membership renewal) or the “Registration History” tab to see all events attended or training taken.



The screenshot shows a web browser window with the URL [oaca.info/profile](https://www.oaca.info/profile). The page title is "PROFILE". On the left is a "My Menu" sidebar with links like "Nominations - OACA Board of Directors", "Board of Directors Minutes", "AGM Minutes", "Auditor's Report", "Election Material", "Membership Transfer", "Application for Accreditation", "Membership Directory", "Newsletter", and "Logout". The main content area is titled "User Profile" and has several tabs: "Edit Profile", "My Subscriptions", "Subscription History", "My Pages", and "Registration History". The "My Subscriptions" tab is highlighted with a red oval. Below the tabs is a table with the following data:

First Name	Last Name	Event	Registration Date	Registrants	Amount (CDNS)	Registration Status	Invoice Number
Christine	[REDACTED]	2019 Fall Seminar	08-07-2019	1	\$175.00	Paid	OACA [REDACTED]
Christine	[REDACTED]	Committee of Adjustment Training	08-01-2019	1	\$0.00	Paid	OACA [REDACTED]
Christine	[REDACTED]	Job Posting Test	08-01-2019	1	\$0.00	Paid	OACA [REDACTED]

At the bottom of the browser window, the taskbar shows the system tray with the date and time: 3:51 PM 1/3/2020.

2. In the past, as a Secretary Treasurer, I have always processed my Committee Member memberships, can I still do this?

Given that this has been a common issue raised, if your members cannot process their memberships, they (or the Secretary Treasurer) can fill out the form below (including credit card information) and email to contactus@oaca.info for processing. Please DO NOT use a common email address for all memberships. Email addresses and all contact information must be unique for the member applying in order to ensure that they receive all communications and elections/voter information.

Where possible, please encourage your Committee members to apply for their membership online and submit the receipt for reimbursement with the municipality/organization.



2023 OACA MEMBERSHIP APPLICATION

Member ID (only required if renewing membership):

Applicant Name:

Municipality/Organization:

Address:

City:

Province:

Postal Code:

Phone:

*Email:

****Please note that if you do not include an email address this membership application cannot be processed. Email address provided will be included in the OACA Membership Directory.***

PROFESSIONAL INFORMATION

My Position: Secretary Treasurer Assistant Secretary Treasurer Consent Official

Committee Member Committee Chair

Other:

Powers delegated to Committee: Consents & Minor Variances Consents Only Variances Only

CONFIRM MEMBERSHIP TYPE

*Please Check Active or Associate Member

Active Membership: Active Membership: Restricted to Committee members, Secretary Treasurers & Assistant Secretary Treasurers of the Committees of Adjustment, Land Division Committees and Consent Granting Authorities.

Associate Membership: Associate Membership: Persons, private companies, corporations, partnerships and associations who have an interest in planning regulations, such as (but not limited to) land surveyors, lawyers, engineers, town planners.

CREDIT CARD INFORMATION (VISA / MASTERCARD ONLY)

*If the information below is incomplete, this application will not be processed. Alternative methods of payment (i.e. cheques) are not accepted.

Fees: Active Membership: \$150.00 Associate Membership: \$150.00

Card Holder Name:

Credit Card Number:

Expiration Date:

Month

Year

Card (CVV) Code:

Amount: \$150.00

Signature:

NOTICE

When applying for membership with the Ontario Association of Committees of Adjustment & Consent Authorities (OACA), personal and professional information will be used to process your membership application and payment. Applicant name, email contact and professional information as provided in this form, will be made available at www.oaca.info to OACA members for the purpose of providing a membership directory. No refunds will be granted for cancelled memberships. By submitting this form the applicant agrees to OACA Privacy Policy and Terms and Conditions as found at www.oaca.info.

A receipt will be emailed to the email address provided on this form and can also be referenced through the website under "My Profile" (must login to view).