



**STAFF REPORT
ACTION REQUIRED
with Confidential Attachment**

**Public Appointments to the Committee of Adjustment
Toronto and East York Panel B**

Date:	August 20, 2009
To:	Toronto and East York Community Council
From:	City Clerk
Wards:	14, 18, 19, 20, 21, 22, 27, 28, 29, 30, 31 and 32
Reason for Confidential Information:	This report deals with personal matters about identifiable individuals being considered for appointment to the Committee of Adjustment Toronto and East York Panel B
Reference Number:	

SUMMARY

This report requests the Toronto and East York Community Council to identify nominees for the two vacancies on the Toronto and East York Panel B to the Civic Appointments Committee.

RECOMMENDATIONS

The City Clerk recommends that:

1. The Toronto and East York Community Council review the applications in Confidential Attachment 1 and recommend to the Civic Appointments Committee a short-list of candidates (two to three candidates for each position) for the Civic Appointments Committee to interview.
2. Confidential Attachment 1 remain confidential in its entirety, in accordance with the Public Appointments Policy, as it contains personal matters about identifiable individuals being considered for appointment to the Committee of Adjustment Toronto and East York Panel B.

Financial Impact

There are no financial implications resulting from this report.

DECISION HISTORY

The Civic Appointments Committee met on April 8, 2009 to deal with two vacancies on the Committee of Adjustment Toronto and East York Panel B. The Civic Appointments Committee requested the City Clerk to undertake an advertised recruitment process to fill these vacancies. The Civic Appointments Committee also requested the City Clerk to notify all persons who previously applied for appointment to the Committee of Adjustment of the vacancies on the Toronto and East York Panel B. All persons who previously applied for appointment to the Committee of Adjustment were advised of these vacancies by mail in June 2009.

ISSUE BACKGROUND

As required by Council's Public Appointments Policy, the City invited the public to apply for the mid-term appointments to the Committee of Adjustment for the remainder of the term of Council ending November 30, 2010 and until successors are appointed. The public were invited to submit applications until the deadline of July 14, 2009. One hundred and forty-three (143) applications were received.

City Clerk's Office Secretariat staff reviewed the eligibility requirements and identified:

- applications that were ineligible because they did not meet the eligibility criteria or due to late submission; and
- incomplete applications.

Eligibility criteria are: City of Toronto resident, 18 or older, and not an employee of the City or its agencies, boards, commissions and corporations, nor a relative of a Council Member (defined as spouse, child or parent). Appointees may not act as Agents before the Committee of Adjustment.

A Staff Review Team composed of representatives from the City Manager's Office reviewed the applications based on the qualifications set out in the Public Appointments Policy.

The qualifications set out in the Policy are:

- demonstrate a strong interest in the complexities and challenges of city building;
- bring an understanding of the diverse neighbourhoods and communities across the city;
- have knowledge in one or more areas of: law, planning, architecture, government, economic development, community development, land development, or citizen advocacy, but not act as an agent for applicants before the Committee of Adjustment;
- demonstrate decision-making, communication, and mediation skills to facilitate an open and fair hearing process; and
- each panel should have at least 2 members with adjudication experience and administrative public speaking and organizational skills to be able to chair public hearings and maintain order in conflict situations.

Confidential Attachment 1 contains the following information:

- Summary table of applicants reviewed for eligibility by the City Clerk's Office and for qualifications by the Staff Review Team; and
- Applications for the Committee of Adjustment Panel Toronto and East York Panel.

The Civic Appointments Committee, will interview candidates and recommend to Council two individuals for appointment.

COMMENTS

The nomination process for Committee of Adjustment provides for the Community Councils to identify up to two nominees, where possible for every vacancy and forward the names of the nominees under confidential cover to the Civic Appointments Committee.

CONTACT

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SIGNATURE

Ulli S. Watkiss
City Clerk

ATTACHMENTS

Confidential Attachment 1 – Qualifications and Eligibility Summary Table, and Applications for the Committee of Adjustment Toronto and East York Panel B.