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## **2013 OPERATING BUDGET BRIEFING NOTE**

### **Committee of Adjustment Training**

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#### **Issue / Background:**

At its meeting of December 5, 2012, Budget Committee adopted the following motion:

- That the City Solicitor, in consultation with the Chief Planner, provide a briefing note commenting on training provided to members of the Committee of Adjustment upon appointment and during their term of service with recommendations in that regard.

This briefing note responds to this request.

#### **Key Points:**

For the past several terms, City Planning and Legal Services have provided a presentation to the Committee of Adjustment (the 'Committee') at its inaugural session to train newly appointed Panel members.

- The City Planning Division provides presentations regarding the Committee's application review process and highlights the criteria to consider for different types of applications.
- The Legal Services Division reviews the legal framework governing the Committee as a whole and Panel Members, in addition to reviewing relevant applicable statutes including the Planning Act, the Statutory Powers Procedure Act and the Municipal Conflict of Interest Act.

For the inaugural training session, held on November 4, 2011, the City's Integrity Commissioner provided an overview of her role and the Code of Conduct for Members of Adjudicative Boards.

At the training session, the Panel Members of the Committee are each given a Reference Manual that provides a detailed summary of the concepts and presentations which were outlined at the inaugural session. The Reference Manual contains materials on the delegation of authority, the legal framework governing the Committee, copies of PowerPoint presentations by Legal Services and City Planning and relevant legislation and regulations applicable to the Committee.

Training is offered annually. The next full training session for the Panel Members is expected in early 2013. Presentations will focus on the powers and duties of the Committee of Adjustment and responsibilities of its Members.

**Next Steps:**

The City Solicitor, in consultation with the Chief Planner, advises that:

1. Training sessions for the Committee of Adjustment will be conducted on an annual basis; and
2. The Integrity Commissioner will be requested to participate in future training sessions of the Committee of Adjustment.

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