

Teddington Park Residents Association Inc.

153 Golfdale Road | Toronto, ON | M4N 2C1 | 416.484.9513 | tptra@rogers.com

February 22, 2015

Planning and Growth Management Committee
Toronto City Hall, 100 Queen Street West
Toronto, ON M5V

Atten. Ms. Nancy Martins, Manager
PGMC Secretariat Support

Email: pgmc@toronto.ca
Fax: 416.392.1879

Dear Chair Shiner and Members of Planning and Growth Management Committee:

**Re: PG2.4 Committee of Adjustment – Continuous Improvement Initiatives
Planning & Growth Management Committee Meeting No. 2 – February 23RD, 2015**

Teddington Park Residents Association Inc. (TPRA) is writing to ask Planning and Growth Management Committee (PGMC) NOT TO RECEIVE the Chief Planner's Report dated February 5, 2014 at its meeting of February 23, 2015 and to have a complete Report returned to PGMC no later than two meetings from now that will include the following:

1. A Complete Committee of Adjustment Manual – not just the Table of Contents. The table of contents on its own is insufficient to understand the functioning, structure and details for the Committee of Adjustment.. Are we to presume its contents? How does one provide meaningful comment?

We ask to review the “existing” manual if one exists as this will be the starting point on which amendments will be based. If there is no existing manual, then we ask for the “draft manual”, to be made available for review. Otherwise, we request that it be attached in full to an updated Report with Notice that would allot sufficient time for review in order to participate meaningfully.

2. A Complete Decision History with links to Council Decisions is needed in order to inform the public and Councillors that the action taken executes Council's will. At a minimum, a list of authorities / links to include all Council decisions and directions – the status of implementation, action taken and if no action why they were not being carried out.
3. Provide an explanation of what “continuous improvement” means. What is the problem that needs to be addressed and/or the goal to be achieved? What needs to be done to clarify responsibility and accountability? And how will “what needs to be done” correct or improve the process.
4. Clarify the administrative role and the adjudicative role of the Committee of Adjustment and their reporting lines.

5. Ensure that Notice requirements are included for all amendments to the procedural by-law and the enabling by-law / municipal code for the Committee of Adjustment which includes the appointment of members.
6. Maintain periodic reporting and monitoring of any actionable items proposed or adopted.
7. The financial implications must be considered up front. The costs and the benefits of making the change and or improvements should be disclosed. If the change is not achieving an identified objective – then the public should have every right to ask why we are incurring these costs.

Any amendments to Committee of Adjustment and its change in processes should remain decisions of Council and should be monitored to ensure the system is just and fair in the eyes of the public, remain independent from Council and planning staff and that this quasi-judicial committee discharges its obligations as required by legislation and law.

Committee of Adjustment is one of the City's most important decision makers and TPRA has asked to be treated the same as others who face the Committee's administration and panel that decide on applications requesting variance and/or consent in our community.

In order to restore public confidence, TPRA asks that consideration be given to having the Secretary Treasurers of the Committee of Adjustment report to the City Clerk and enable / empower the Secretary Treasures to be responsive to the Provincial legislation and City Council requirements.

Respectfully Submitted,

Eileen Denny, President
Teddington Park Residents Association Inc.

Hilde Reis-Smart, Secretary
Teddington Park Residents Association Inc.