

**City Council****Notice of Motion**

MM21.15	ACTION			Ward:All
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**Form of Completed Applications to Committee of Adjustment Panels -  
by Councillor Michelle Holland, seconded by Councillor Michael  
Thompson**

*\* Notice of this Motion has been given.*

*\* This Motion is subject to referral to the Planning and Growth Management Committee. A two-thirds vote is required to waive referral.*

**Recommendations**

Councillor Michelle Holland, seconded by Councillor Michael Thompson, recommends that:

1. City Council request the Chief Planner and Executive Director, City Planning to direct Committee of Adjustment panel staff to accept completed applications in either digital or paper form for a period of one year commencing November 2016 while alternative options are reviewed including the possibility of permitting minor and uncomplicated applications to continue to be submitted in either format.

**Summary**

Each year the various Committee of Adjustment panels across the City of Toronto receive and adjudicate thousands of applications. These applications can range from relatively complicated matters to simple requests to approve minor items such as backyard decks. The applicants also range in nature from developers with considerable resources to homeowners who are for the most part managing these applications by themselves. While understandable, the decision to accept applications in digital form only on a CD/DVD represents a considerable challenge to homeowners making what may be their only application to a Committee of Adjustment panel. While it would be optimal for all applicants to be versed in technological applications this is not the case in reality. Some applicants will have all of their paperwork in order for their submissions only to be refused submission at the Committee of Adjustment panels. In view of these circumstances it would be beneficial for Committee of Adjustment panels to continue to accept fully completed applications in paper form while this matter is reviewed.

**Background Information (City Council)**

Member Motion MM21.15