



## REPORT FOR ACTION WITH CONFIDENTIAL ATTACHMENT

### Appointment of a Public Member to the Committee of Adjustment

**Date:** February 25, 2020

**To:** Nominating Panel - Committee of Adjustment

**From:** City Clerk

**Wards:** All

#### REASON FOR CONFIDENTIAL INFORMATION

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This report deals with personal matters about identifiable individuals who are being considered for appointment to the Committee of Adjustment.

#### SUMMARY

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The Nominating Panel – Committee of Adjustment will conduct interviews and recommend one candidate to City Council for appointment to the Committee of Adjustment.

#### RECOMMENDATIONS

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The City Clerk recommends that:

1. The Nominating Panel – Committee of Adjustment recommend that City Council appoint 1 public member to the Etobicoke York panel of Committee of Adjustment for a term of office ending November 14, 2022, and until a successor is appointed.
2. City Council direct that the confidential information contained in Confidential Attachments 1 to 5 remain confidential in its entirety as it relates to personal matters about identifiable individuals being considered for appointment to the Committee of Adjustment.

#### FINANCIAL IMPACT

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There are no financial implications arising from this report.

## DECISION HISTORY

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At its meeting on July 16, 2019, City Council appointed thirty-five individuals to the Committee of Adjustment:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.CC9.4>

At its meeting on May 23, 2019, the Nominating Panel - Committee of Adjustment selected 52 candidates for interview at its June 4 & 6, 2019 meeting:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.NA1.2>

At its meeting on April 16 and 17, 2019, City Council amended the composition of the Committee of Adjustment:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.PH4.5>

At its meeting on February 26, 2019, City Council appointed seven individuals to the Tribunals Nominating Panel:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.CC3.5>

## COMMENTS

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### **Composition of the Committee of Adjustment**

At its meeting on April 16 and 17, 2019, City Council amended the composition of the Committee of Adjustment by increasing the number of panel members to 35 and eliminating specific panels per district while stipulating the number of panel members per district as follows:

- Etobicoke York: 8 panel members;
- North York: 10 panel members;
- Toronto and East York: 12 panel members;
- Scarborough: 5 panel members.

The applications heard by each panel correspond with the Community Council boundaries.

Members of each district will elect their own panel Chair. All members will also elect one appointee to be the city-wide Chair.

### **Committee members must meet certain qualifications**

In addition to the general eligibility requirements set out in the Public Appointments Policy, members should collectively bring the following skills and expertise to the committee:

- a strong interest in the complexities and challenges of city building
- 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, urban forestry and environmental planning, or citizen advocacy
- demonstrate decision-making, communication, and mediation skills to facilitate an open and fair hearing process
- 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

Members cannot act as agents for applicants before the Committee of Adjustment.

Former Council members who served in the immediately preceding term of Council are ineligible for appointment as public members.

### **Term of office**

Under the Planning Act, the term of office for public members of the Committee of Adjustment is coincident with the term of the council that appointed them. The public member will serve a term of office ending November 14, 2022, and until a successor is appointed.

### **Committee members receive remuneration**

Public members, including the Chair receive full-day per diem of \$460 and half-day remuneration (3.5 hours or less) of \$275 for hearings, business meetings and training sessions.

Each public member who is not a chair will receive a stipend of \$1,500 per year, pro-rated on an annual basis from the time of appointment. Chairs will receive an annual stipend of \$2,500, pro-rated on an annual basis from the time of appointment.

### **We have consulted with City Planning staff**

Public Appointments Secretariat staff consulted with City Planning staff in the fall of 2019 and winter of 2020 to discuss committee qualifications, the appointment process, and emerging trends and issues at the committee.

### **Short-listed candidates write a test**

Candidates must complete a test related to the roles and responsibilities of Committee of Adjustment members in order to proceed to the interview stage. The Nominating Panel - Committee of Adjustment are provided with the test results during the interviews.

## **Public release of names of recommended candidates**

The name of the recommended candidate will be publicly reported once the Nominating Panel – Committee of Adjustment forwards its recommendations to City Council.

## **CONTACT**

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[aretha.phillip@toronto.ca](mailto:aretha.phillip@toronto.ca).

## **SIGNATURE**

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Ulli S. Watkiss  
City Clerk

## **ATTACHMENTS**

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Confidential Attachment 1 – List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Committee of Adjustment (previously circulated with Item NA4.1)

Confidential Attachment 2 –Diversity Information Summary for Current Public Members of the Committee of Adjustment (previously circulated with Item NA4.1)

Confidential Attachment 3 - Interview questions for March 3, 2020 (previously circulated with Item NA4.1)

Confidential Attachment 4 - Interview schedule for March 3, 2020

Confidential Attachment 5 - Committee of Adjustment - Written Assignment Results of Applicants Selected for Interview