



## REPORT FOR ACTION WITH CONFIDENTIAL ATTACHMENT

### Appointment of Public Members to the Committee of Adjustment

**Date:** November 24, 2020

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

**From:** Interim 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 two candidates to City Council for appointment to the Committee of Adjustment.

#### RECOMMENDATIONS

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The Interim City Clerk recommends that:

1. The Nominating Panel – Committee of Adjustment recommend that City Council appoint 1 public member each to the North York and Toronto and East York panels of the Committee of Adjustment for a term of office ending November 14, 2022, and until successors are appointed.

2. City Council direct that the confidential information contained in Confidential Attachments 1, 2, 3, 4, 5, 6, 7 and 8 remain confidential in its entirety as they relate 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 held November 13, 2020, the Nominating Panel - Committee of Adjustment directed staff to issue shortlisted candidates an additional assignment and schedule a second round of interviews to be held at its December 8, 2020 meeting:  
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.NA7.1>

At its meeting on October 19, 2020, the Nominating Panel - Committee of Adjustment selected 9 candidates for interview at its November 13, 2020 meeting:  
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.NA6.1>

At its meeting on June 29, 2020, City Council appointed one individual to the Committee of Adjustment:  
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.CC22.5>

At its meeting on February 18, 2020, the Nominating Panel - Committee of Adjustment selected 8 candidates for interview at its March 3, 2020 meeting:  
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.NA4.1>

## COMMENTS

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### **Shortlisted candidates have been given a new assignment**

All candidates who were interviewed on November 13, 2020, have been given an additional assignment to complete ahead of their second interview. The members of the Nominating Panel - Committee of Adjustment are provided with the results during the interviews.

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

The Committee of Adjustment consists of 35 members of the public organized into four panels corresponding to the Community Council boundaries 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.

### **There are currently two vacancies**

There are currently two vacancies on the Committee of Adjustment:

- One position on the North York Panel was held by Denise Graham until July 9, 2020.
- One position on the Toronto and East York Panel was held by Kathleen Larsen until August 31, 2020.

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 new public members will complete the terms of office held by the previous members and serve until November 14, 2022, continuing to serve until successors are appointed.

### **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.

### **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 2020 to discuss committee qualifications, the appointment process, and emerging trends and issues at the committee.

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

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

## **CONTACT**

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## **SIGNATURE**

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John D. Elvidge  
Interim 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 NA6.1)  
Confidential Attachment 2 –Diversity Information Summary for Current Public Members of the Committee of Adjustment (previously circulated with Item NA6.1)  
Confidential Attachment 3 - Committee of Adjustment Written Assignment 1 (previously circulated with Item NA7.1)  
Confidential Attachment 4 - Committee of Adjustment - Completed Assignments 1 from Applicants Selected for Interview (previously circulated with Item NA7.1)  
Confidential Attachment 5 - Interview schedule for December 8, 2020 (to be circulated under separate cover)  
Confidential Attachment 6 - Interview questions for December 8, 2020 (to be circulated under separate cover)  
Confidential Attachment 7 - Committee of Adjustment Written Assignment 2 (to be circulated under separate cover)  
Confidential Attachment 8 - Committee of Adjustment - Completed Assignments 2 from Applicants Selected for Interview (to be circulated under separate cover)