



REPORT FOR ACTION WITH CONFIDENTIAL ATTACHMENT

Committee of Adjustment – Selection of Candidates for Interview

Date: February 10, 2020

To: Nominating Panel - Committee of Adjustment

From: City Clerk

Wards: All

REASON FOR CONFIDENTIAL INFORMATION

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

SUMMARY

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

RECOMMENDATIONS

The City Clerk recommends that:

1. The Nominating Panel – Committee of Adjustment select 5 candidates listed in Table 1 of Confidential Attachment 1 for interview at its next meeting for appointment to the Etobicoke York panel of the Committee of Adjustment.
2. The Nominating Panel - Committee of Adjustment direct that the confidential information contained in Confidential Attachments 1 and 2 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

There are no financial implications arising from this report.

DECISION HISTORY

At its meeting held July 16 - 18, 2019, City Council appointed 35 members of the public to the Committee of Adjustment for a term of office ending November 14, 2022 and until successors are appointed:

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

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

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.

Under the Planning Act, members of each panel of the Committee of Adjustment elect their own Chair.

There is a current vacancy on the Committee of Adjustment

There is one current vacancy on the Etobicoke York panel of the Committee of Adjustment due to the resignation of Douglas Colbourne on November 12, 2019. The new appointee will complete the term of office held by the previous member.

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.

Short-listed candidates will write a test and be interviewed

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 will be provided with the test results during the interviews.

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, continuing to serve 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 spring and fall of 2019 to discuss committee qualifications, the appointment process, and emerging trends and issues at the committee.

Outreach was conducted for this vacancy

The opportunity to join the Committee of Adjustment was included in a city-wide outreach campaign in the fall of 2018 to coincide with the new term of City Council. Further outreach for the current vacancy was conducted in December 2019 and January 2020, including use of Twitter and LinkedIn, an ad in Novae Res Urbis, and outreach via the Public Appointments e-updates list.

Next steps - Interviews

Once the Nominating Panel - Committee of Adjustment selects candidates for interviews, the City Clerk's Office will contact the candidates to schedule them for 15 minute interviews. Five interviews at 15 minutes each will take approximately 1.5 hours to complete.

CONTACT

Aretha Phillip, Manager, Public Appointments, City Clerk's Office, 416-392-8152, aretha.phillip@toronto.ca.

SIGNATURE

Ulli S. Watkiss
City Clerk

ATTACHMENTS

Confidential Attachment 1 – List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Committee of Adjustment

Confidential Attachment 2 – Diversity Information Summary for Current Public Members of the Committee of Adjustment