

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

**Date:** June 4, 2025

**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 2 candidates 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 two public members to City Council for appointment to the Committee of Adjustment for a term of office ending November 14, 2026, and until successors are appointed, as follows:

a. 2 members to the Toronto and East York panel

2. The Nominating Panel - Committee of Adjustment direct that Confidential Attachments 1a, 1b, and 2 to 5 remain confidential in their 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 on July 24 and 25, 2024, City Council appointed 3 public members to the Committee of Adjustment for a term of office ending November 14, 2026, and until successors are appointed: <https://secure.toronto.ca/council/agenda-item.do?item=2024.CC20.13>

At its meeting on July 10, 2024 the Nominating Panel - Committee of Adjustment recommended that City Council appoint 3 public members to the Committee of Adjustment for a term of office ending November 14, 2026, and until successors are appointed: <https://secure.toronto.ca/council/agenda-item.do?item=2024.NA7.1>

At its meeting on April 17 and 18, 2024, City Council appointed 3 public members to the Committee of Adjustment for a term of office ending November 14, 2026, and until successors are appointed: <https://secure.toronto.ca/council/agenda-item.do?item=2024.CC17.4>

## COMMENTS

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### 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;
- Scarborough: 5 panel members; and
- Toronto and East York: 12 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 are currently two positions under consideration

The two positions under considerations are the result of two resignations of J. Douglas B. Wilkins effective November 26, 2024 and Nazila Atarodi West effective May 23, 2025 on the Toronto and East York Panel.

## **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 two appointees on the Toronto and East York panel will serve a term of office ending on November 14, 2026, and until successors are appointed.

## **Eligibility for the Committee of Adjustment**

In addition to the general eligibility requirements set out in the Public Appointments Policy, 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 on the Committee.

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

Public 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

## **Shortlisted candidates will write an assignment and be interviewed**

Candidates must complete a test related to the roles and responsibilities of Committee of Adjustment members. The Nominating Panel - Committee of Adjustment members will be provided with the test results during the interview.

## **Committee members receive remuneration**

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

Each public member who is not a chair will receive an annual stipend of \$1,500, 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.

## **Public Appointments staff have consulted with City Planning staff**

In preparation to fill the vacancies, Public Appointments staff consulted with City Planning staff to discuss skills and qualifications, current board needs, and the appointments process.

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

The names and biographies of the recommended candidates will be publicly reported once the Nominating Panel - Committee of Adjustment forwards its recommendation to City Council.

## **CONTACT**

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Vicki Long, Acting Manager, Public Appointments, City Clerk's Office, 416-338-2126, [vicki.long@toronto.ca](mailto:vicki.long@toronto.ca).

## **SIGNATURE**

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John D. Elvidge  
City Clerk

## **ATTACHMENTS**

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

Confidential Attachment 1b – List of Ineligible 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

Confidential Attachment 3 - Committee of Adjustment Written Assignment

Confidential Attachment 4 - Committee of Adjustment - Completed Assignments from Applicants Selected for Interview

Confidential Attachment 5 - Interview Schedule for June 13, 2025