TORONTO

REPORT FOR ACTION WITH CONFIDENTIAL ATTACHMENT

Selection of Candidates for Interview for the Committee of Adjustment

Date: October 16, 2025
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 select candidates to be interviewed for appointment by City Council to the Committee of Adjustment. The Nominating Panel will conduct interviews at its next meeting and recommend one candidate to City Council for appointment.

RECOMMENDATIONS

The City Clerk recommends that:

1. The Nominating Panel – Committee of Adjustment select 5 candidates listed in Confidential Attachment 1 to interview at its next meeting for appointment to the Committee of Adjustment.

2. The Nominating Panel – Committee of Adjustment direct that Confidential Attachments 1a, 1b, 1c and 2, 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

There are no financial implications arising from this report.

DECISION HISTORY

At its meeting held July 23 and 24, 2025, City Council appointed 2 members of the public 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=2025.CC32.5

At its meeting held July 24 and 25, 2024, City Council appointed 3 members of the public 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 held April 17 and 18, 2024, City Council appointed 3 members of the public 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

At its meeting held October 11 and 12, 2023, City Council appointed 35 members of the public 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=2023.CC11.4

COMMENTS

Composition of the Committee of Adjustment

The Committee of Adjustment is composed 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.

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

There is currently one position under consideration

The position under consideration is the result of the resignation of Victor Keubou effective August 30, 2025 on the North 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 public members will serve a term of office ending November 14, 2026, continuing to serve until their 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

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 or 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.

Shortlisted candidates will write an assignment and be interviewed

Candidates must complete an assignment related to the roles and responsibilities of Committee of Adjustment members. The Nominating Panel - Committee of Adjustment will be provided with the assignment scores during the interviews.

Public Appointments staff have consulted with City Planning staff

In preparation to fill the vacancy, Public Appointments staff consulted with City Planning staff to discuss skills and qualifications, current board needs, and the appointments process. It was highlighted that Committee of Adjustment hearings take place every two to three weeks, that hearings can last full days, that preparation for hearings averages eight to nine hours, and that panel members must participate in briefings prior to the hearings. As such, it was suggested that candidates should have sufficient time and capacity to dedicate to the role.

Next steps - Interviews

Once the Nominating Panel - Committee of Adjustment has selected candidates for interviews, the City Clerk's Office will contact the candidates to schedule them for 20 minute interviews. Five interviews plus deliberations will take approximately 2 hours to complete.

CONTACT

Vicki Long, Acting Manager, Public Appointments, City Clerk's Office, 416-338-2126, vicki.long@toronto.ca.

SIGNATURE

John D. Elvidge
City Clerk

ATTACHMENTS

Confidential Attachment 1a – List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Committee of Adjustment - applications received between May and October 2025

Confidential Attachment 1b - List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Committee of Adjustment as of May 2025

Confidential Attachment 1c - 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