

To: SPECIAL COUNCIL

Meeting Date: 6/7/2022

Subject: **Appointments to the Committee of Adjustment**

Submitted By: Danielle Manton, City Clerk

Prepared By: Mallory Greenough, Council Committee Services Coordinator
Michael Oliveri, Council Committee Services Coordinator

Report No.: 22-042-CRS

File No.: C1101

Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 22-042-CRS Appointments to the Committee of Adjustment be received;
AND THAT Confidential Appendix A to Report 22-042-CRS be received as information;
AND THAT; the individuals noted in Confidential Appendix A to Report 22-042-CRS be appointed to the Committee of Adjustment for the remainder of the term of Council.
AND FURTHER THAT the City Clerk be directed to notify the appointed individuals.

EXECUTIVE SUMMARY:

Purpose

To confirm the appointment of two (2) new members to the Committee of Adjustment

Key Findings

A Striking Committee meeting was held on May 26, 2022 in order to discuss and select two candidates to fill the current vacancies on the Committee of Adjustment. The Striking Committee selected two candidates and these appointments require ratification by Council.

Financial Impact

There is no Financial Impact.

STRATEGIC ALIGNMENT:

- ☐ Strategic Action; or
- ☒ Core Service

Objective(s): Not Applicable

Strategic Action: Not Applicable

Program: Council Support

Core Service: Council and Citizen Committees

BACKGROUND:

The Committee of Adjustment is a citizens group appointed by Council and governed by the Planning Act.

The Planning Act allows a municipal council to appoint a Committee of Adjustment to consider minor variances from zoning by-laws, permit changes to legal non-conforming uses, and to interpret generalized by-laws. The consent approval authority has been delegated to the Committee of Adjustment. This allows the Committee to consider consent applications, which include land severances, creation of a new lot, leases over 21 years, mortgage or charge, or partial discharge of mortgage or charge, foreclosure of exercise of power of sale, rights-of-way and easements over 21 years and lot adjustments and/or extensions.

ANALYSIS:

The City's Advisory Committee By-law 133-18 provides that a Striking Committee comprised of 7 members of Council will meet, as required, to review citizen applications for committees and appoint citizens to fulfill committee vacancies. Membership on Striking Committee includes the Chair of Budget and Audit Committee, Chair of General Committee, Chair of Planning and Development Committee, the Mayor and Acting Mayor as well as two (2) other Council Members, on a rotating basis.

On May 26, 2022 a Striking Committee meeting was convened by the Clerks Division to review and make recommendations on appointments to the two (2) vacancies on Committee of Adjustment. In attendance for the meeting were Councillor Ermeta (Chair of Striking Committee and General Committee), Councillor Reid (Chair of Planning and Development Committee), Councillor Mann (Chair of Budget and Audit Committee) in addition to Councillors Devine, and Mayor McGarry. Councillor Wolf was unable to join.

Applications from the following individuals were received and reviewed by the Striking Committee:

- Amanada Tkaczyk
- George Figueiredo
- Craig Bailey
- Robert Metras
- Kimberly Livingstone
- Munajj Ahamed; and
- William Pentesco

Appointments to the Committee of Adjustment are required at this time to ensure the Committee can continue to operate effectively and to meet legislated timelines for review and decision on applications.

EXISTING POLICY / BY-LAW(S):

By-law 133-18 defines the mandate and meeting procedures for Advisory Committees including both the Striking Committee and Committee of Adjustment.

FINANCIAL IMPACT:

There is no financial impact.

PUBLIC VALUE:

Does Not Apply

ADVISORY COMMITTEE INPUT:

Not Applicable

PUBLIC INPUT:

There has been no public input on this process. Individuals interested in joining the Committee of Adjustment submitted their applications through the City's Committees and Board online application form.

INTERNAL / EXTERNAL CONSULTATION:

Clerks and Planning Staff who work with the Committee of Adjustment have collaborated to ensure the applications to the Committee of Adjustment were forwarded to Striking Committee members for their consideration.

CONCLUSION:

Staff respectfully recommend approval of the Striking Committee's appointments to the Committee of Adjustment.

REPORT IMPACTS:

Agreement: **No**

By-law: **No**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. Confidential Appendix A – Summary of Striking Committee Recommendations – May 26, 2022