



Staff Report

Administration – Town Clerk

Report To: Committee of Adjustment
Meeting Date: October 12, 2022
Report Number: FAF.22.154
Title: 2018 to 2022 Term of the Committee of Adjustment, and the 2022 to 2026 Term
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT the Committee of Adjustment receives Staff Report FAF.22.154, entitled “2018 to 2022 Term of the Committee of Adjustment, and the 2022 to 2026 Term” for information.

B. Overview

This staff report is for information purposes to provide the current Committee of Adjustment members and the public with details of the appointment of the Committee of Adjustment for the next term of Council, 2022 to 2026.

C. Background

The Blue Mountains Committee of Adjustment is a five member Committee, with one member being a member of Council. In accordance with the *Planning Act*, the Council member is appointed annually.

The term of the Committee of Adjustment runs concurrently with the term of Council. The public Committee of Adjustment members hold office until their successors are appointed, and are eligible for reappointment. Where a Committee of Adjustment member ceases to be a member before the expiration of the term, Council shall appoint another eligible person for the unexpired portion of the term.

In response to the June 18, 2018 Council direction, effective following the 2018 municipal election, the consideration of *Planning Act* consent applications and sign by-law variance requests were considered by the Committee of Adjustment. Staff are recommending to Council that effective November 1, 2022 consideration of consent applications and sign by-law variance requests will return to Council, for consideration.

Because of the COVID-19 pandemic, Council passed a motion to allow electronic participation of all Committee Members in all Committee of Adjustment meetings, and to be counted in quorum, until December 31, 2022. Unless an emergency has been declared to exist in all or

part of the municipality under the *Emergency Management and Civil Protection Act*, it is noted that commencing January 2023, Committee of Adjustment Members will be required to participate in the Committee of Adjustment meetings in person to be counted in quorum.

D. Analysis

The Municipal Election is October 24, 2022, with the Inaugural Meeting of the new Council being on Monday, November 21, 2022.

The Town Clerk will advertise to receive applications for Committee Appointments at the beginning of October. At the November 28, 2022 Council Meeting, Closed Session, the newly appointed Council will consider the applications received for appointment to the Committee of Adjustment. As is standard practice, those applicants that are selected will complete the reference check process and will be officially appointed at the December 12, 2022 Council Meeting.

Planning Staff will schedule training with the Committee of Adjustment members during the week of December 5 and 12. The first Committee of Adjustment meeting of the 2022 to 2026 Term of Council is Wednesday, December 21, 2022.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

None

G. Financial Impacts

Public Members of the Committee of Adjustment are paid in accordance with Town of The Blue Mountains By-law 2005-04 being a By-law to provide payment for remuneration and expenses to Public Members of the Committee of Adjustment. In accordance with POL.COR.18.05 Travel, Business and Mileage Expense Policy Committee Members' attendance and mileage is collected each meeting by the Secretary Treasurer and submitted quarterly for reimbursement to the members.

H. In Consultation With

Shawn Everitt, Chief Administrative Officer
Will Thomson, Director of Legal Services
Adam Smith, Director of Planning and Development Services
Wayne DeWitt, Supervisor By-law Services
Travis Sandberg, Intermediate Planner
Shawn Postma, Senior Policy Planner
Kyra Dunlop, Secretary Treasurer, Committee of Adjustment

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk townclerk@thebluemountains.ca.

J. Attached

None

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:
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Report Approval Details

Document Title:	FAF.22.154 2018 to 2022 Term of the Committee of Adjustment, and the 2022 to 2026 Term.docx
Attachments:	
Final Approval Date:	Sep 16, 2022

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Sep 16, 2022 - 12:39 PM