



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: February 27, 2023
Report Number: FAF.23.033
Title: Committee of Adjustment Appointments
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.23.033, entitled "Committee of Adjustment Appointments";

AND THAT Council approve the proposed modification to the current composition for the Committee of Adjustment to include five (5) members of the public with the removal of the Council Representative;

AND THAT Council direct staff to advertise the request for interested individuals to make application to be considered for appointment to the Town's Committee of Adjustment and follow the required selection process including the completion of reference checks.

B. Overview

This report is brought forward as a result of the direction provided by Council.

C. Background

As a result of [Staff Report FAF.23.007](#), Council approved the following resolution:

Moved by: Councillor Ardiel

Seconded by: Councillor Maxwell

THAT, further to consideration of staff report "FAF.23.007 Council Consideration of Committees of Council for the 2022 - 2026 Term of Council", Council directs staff to provide a report to a future Committee of the Whole meeting regarding the Council appointment to the Committee of Adjustment, and options available, including consultation with the Committee of Adjustment.

Staff is providing the following additional information as it relates to the composition of the Town's Committee of Adjustment:

1. Council is permitted to appoint a Committee of Adjustment through the provisions and Section 44 of the Planning Act.

2. The previous Term of Council received [Staff Report PDS.20.77](#) at the August 25, 2020 Committee of the Whole and recommended increasing the composition of the Committee of Adjustment to five (5) members, one of which being a member of Council.
3. The associated September 8, 2020 Council resolution is provided below:

Moved by: Andrea Matrosovs

Seconded by: Peter Bordignon

c) THAT, with respect to Staff Report PDS.20.77, entitled "Refined Roles and Composition of Various Committees - Committee of Adjustment, Property Standards Committee & Development Review Committee", Council endorses Option C1, being "Increase the size of the Committee of Adjustment to a total of five (5) members, including one Council member and one additional local citizen", regarding the size and composition of the Committee of Adjustment for the Town of The Blue Mountains, effective January 1, 2021;

AND THAT Council direct staff to include the costs of the increased composition of the Committee of Adjustment in the 2021 draft Budget;

AND THAT staff be directed to create and/or draft amendments to the necessary bylaws to implement the Option selected by Council.

4. Council passed By-law 2020-76 appointing the three Committee of Adjustment Members, appointed just after the election, plus Deputy Mayor Rob Potter as the Council representative for the 2021 year.
5. Council members must be appointed annually.
6. As directed by Council, staff advertised for a fifth Committee of Adjustment public member, and on February 22, 2021, David Nathan was appointed.
7. The order and procedure of the Committee of Adjustment is governed by [Procedural By-law 2022-71](#) not a Terms of Reference document as is the case with other Committees of Council.

D. Analysis

A Council established by-law is required to appoint Committee of Adjustment members. The following members are currently appointed to the Town's Committee of Adjustment by resolution, and confirmed via confirmation by-law:

- Greg Aspin
- Michael Martin
- Jim Oliver
- Robert Waind
- Council Representative (Vacant)

Staff discussed this report with the current Chair of the Committee of Adjustment, Robert Waind, and highlighted the recommendation to revise the Committee of Adjustment composition to include only members of the public and to remove the Council Representation. Mr. Waind supported this direction.

After Council provides direction on the desired composition for the Committee of Adjustment, the by-law reflecting Council's direction will be brought forward to a future Council meeting. No revisions are required in the [Procedural By-law 2022-71](#) to reflect the proposed composition change.

Staff are prepared to reach out to previous applicants who responded to the most recent advertisement requesting applications for appointment to this Committee.

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.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

Some additional expense will be incurred with the addition of a fifth public member to the Committee of the Adjustment.

H. In Consultation With

Senior Management Team

Robert Waind, current Chair of the 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 Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

None

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:

cao@thebluemountains.ca

519-599-3131 extension 234

Report Approval Details

Document Title:	FAF.23.033 Committee of Adjustment Appointments.docx
Attachments:	
Final Approval Date:	Feb 10, 2023

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

Shawn Everitt - Feb 10, 2023 - 11:32 AM