



The Corporation of the Town of Milton

Report To: Council

From: Barbara Koopmans, Commissioner, Planning and Development

Date: February 10, 2020

Report No: PD-006-20

Subject: Milton Committee of Adjustment Membership

Recommendation: THAT Council amend By-law 003-19 being a By-law to constitute a Committee of Adjustment and Consent and delegate authority with respect to the giving of consents and minor variances by revising the composition of the Committee from three (3) members to five (5) members.

AND THAT the necessary by-law, included on the February 10, 2020 Council Agenda, be considered for approval.

EXECUTIVE SUMMARY

The purpose of this report is to recommend a change in the membership of the Committee of Adjustment.

REPORT

Background

At the December 17, 2018 Council Meeting, Council approved the reduction of Committee of Adjustment citizen members to three instead of five, as part of Report CORS-069-18. Staff recommended this change as staff felt that three members were adequate based on Committee operations and the decisions required. Historically, the Town has always maintained a five member committee and this was the first time that the Committee membership was reduced.

Discussion

Over the past year, staff has been monitoring the efficiency of the revised structure. Based on an assessment of the Committee's operation, Planning Staff recommends reverting the membership to the previous five members. Staff has discussed this with the Committee of Adjustment members and they are also in agreement with the proposed reversal as it will aid them in their assessment of applications and decision making. A greater number of members also allows more diversified viewpoints which tends to lead to stronger Committee deliberation.



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In addition, given that Committee of Adjustment meetings are held on a monthly basis, it is important to ensure that a quorum is maintained at every meeting to ensure a consistent level of public service is achieved. With the addition of two members, any unforeseeable absences will not result in the loss of quorum and meetings can proceed as scheduled. Currently, with only three members, a quorum can be maintained with two members; however, if the decision is split, the motion would automatically fail, resulting in the need for an applicant to potentially appeal their decision. Alternatively, consideration of the application could be deferred. In either case, applicants would experience delays.

As part of the 2018-2022 Committee recruitment process, an alternate was appointed for the Committee of Adjustment, should a vacancy arise. Based on their availability, that alternate would be appointed should Council approve this change. A vacancy would be posted and the Council approved recruitment process would be followed for the remaining vacancy.

Financial Impact

It is estimated that the recruitment process will cost an additional \$1,000.00 as the vacancy will be posted in the local newspaper. In addition, the Town's website will be used to advise of the vacancy. The additional stipend of \$75.00 per meeting for two additional members would result in a total annual cost of \$1,800.00. The two additional members would also be entitled to mileage at the Town's current applicable rate.

Respectfully submitted,

Barbara Koopmans, MPA, MCIP, RPP, CMO
Commissioner, Planning and Development

For questions, please contact: Christian Lupis, MCIP, RPP Phone: Ext. 2305
Director, Development Review

Attachments

None

CAO Approval
Andrew M. Siltala
Chief Administrative Officer