

## MANAGEMENT REPORT

**Date:** June 23, 2025  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU25-076  
**Attachments:** None

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**Title:** Committee of Adjustment Vacancy 2025

**Objective:** To consider an appointment to the Committee of Adjustment to fill a vacancy.

**Background:** The Committee of Adjustment hears applications under Section 45 of the Planning Act and Section 53 of the Planning Act R.S.O. 1990 c.P13, as amended. The Committee of Adjustment is an independent body appointed by Stratford City Council.

The two mandates of the Committee of Adjustment are:

- To hear and make decisions on Applications for "Minor Variances" - where a requirement of a Zoning By-law cannot be met (under Section 45 of the Planning Act). This includes applications which deal with the enlargement or extension of a building or structure that is legally non-conforming or for a change in conforming use.
- To hear and make decisions on Applications for Consent to "sever" a property or for any agreement, mortgage or lease that extends for 21 years or more (under Section 53 of the Planning Act).

The Committee of Adjustment is to consist of five (5) citizens appointed by City Council.

At the April 28, 2025, Regular meeting, Council accepted a resignation from this Committee effective July 17, 2025 resulting in a vacancy.

**Analysis:** City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

## Appointments

Following recruitment for the available position, the City received applications from the following persons:

- Dan Weagant
- David Hartney
- Jason Francis

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

## **Financial Implications:**

### **Financial impact to current year operating budget:**

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

### **Financial impact on future year operating budget:**

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

## **Alignment with Strategic Priorities:**

**Not applicable:** This report does not align with one of the Strategic Priorities as the purpose is to consider an appointment to the Committee of Adjustment.

## **Alignment with One Planet Principles:**

### **Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

**Staff Recommendation: THAT direction be given on the appointment of one citizen to the Committee of Adjustment for a term effective July 18, 2025 and ending November 14, 2026, or until a successor is appointed by Council.**

**Prepared by:**

Vicky Trotter, Council Committee Coordinator

**Recommended by:**

Tatiana Dafoe, City Clerk

Karmen Krueger, CPA, CA, Director of Corporate Services

Adam Betteridge, Interim Chief Administrative Officer