

# City of Mississauga

# Corporate Report



Date: May 26, 2020

To: Mayor and Members of Council

From: Gary Kent, CPA, CGA, ICD.D, Commissioner of  
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:  
June 3, 2020

## Subject

**Council and Committee of Adjustment Meetings for the period of June – September 2020 during the COVID-19 Pandemic and transition period**

## Recommendation

That the Council endorse the meetings scheduled and resumption of the Committee of Adjustment with virtual meetings as outlined in the report from the Commissioner of Corporate Services and Chief Financial Officer dated May 25, 2020 titled Council and Committee of Adjustment meetings for the period of June to September 2020 during the COVID-19 Pandemic and transition period

## Background

On April 22, 2020, Council passed resolution 0105-2020, which stated:

That during the period of the declared emergency and transition period the scheduling of Council and Committee meetings shall be as follows:

- Council shall meet on a weekly basis;
- General Committee be replaced with weekly Council meetings;
- Budget and Audit Committee continue as scheduled;
- PDC matters not requiring public consultation be brought directly to Council;
- PDC and C of A be suspended;
- HAC be disbanded temporarily and matters be brought directly to Council;
- All other advisory committees be suspended.

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Bill 187, Municipal Emergency Act, 2020 allows municipalities to conduct meetings electronically during the emergency period and the Council Procedure By-law was amended to allow for electronic participation in Council and Standing Committee meetings during declared emergency periods.

## Comments

### Council

To ensure the timely implementation of Council decisions, General Committee has been replaced with weekly Council meetings. In the past, Council has taken a summer recess however given the number of matters that are being dealt with related to the pandemic, recovery and business as usual, it is recommended that the Council meet on a bi-weekly basis during the month of July until August 5<sup>th</sup> and resume regular meetings after Labour Day per the previously issued schedule. During this period the Mayor could call an emergency Council meeting at any time to address time sensitive matters.

### Committee of Adjustment (CofA)

In April when Council voted to defer the Committee of Adjustment meetings (Resolution 0105-2020) the Province halted non-essential construction projects however through the Province's Phase 1 re-opening plan, construction is now permitted to resume which has created greater interest and requests for variance and consent applications.

Provincial Regulations state that municipalities have the discretion on whether to proceed with Planning Act applications in the usual manner. There is no obligation to facilitate electronic meetings however should it be determined to be desirable and appropriate they may proceed. The Provincial Regulation facilitates the implementation of planning decisions if no appeal is filed, however, if an appeal to an application is filed, then the matter will remain dormant for the duration of the Provincial emergency. Many other municipalities, including Ottawa, Kingston, St. Catharines, Vaughan and Brampton have resumed their Committee of Adjustment meetings.

With the cancellation of Committee of Adjustment (CofA) 152 minor variance are pending resumption of the Committee. For many, a variance application is required to proceed with their building application and construction of a project. In consultation with the Chair and Members of the Committee of Adjustment, resuming the meetings virtually would be appropriate subject to certain conditions. The conditions would include among other things: should an applicant not feel comfortable with a virtual meeting, their matter could be scheduled for a future in-person meeting; allowing those interested in the application to provide comments through written comments or participating virtually in the hearing; or should the Committee members decide to defer a matter because they determine an in-person hearing would be required the deferral fee would be waived.

Based on the legislated mailing date of meeting notices, the next available CofA meeting could start the week of June 15, 2020. The Committee has agreed to meeting on Tuesdays and Thursdays in an attempt to address the backlog of applications.

## Financial Impact

No impact.

## Conclusion

In order to continue addressing matters in a timely manner Council can continue with weekly meetings until July, moving to bi-weekly meetings in July and resuming the regular Council/General Committee schedule after Labour Day.

To address the backlog and demand for Committee of Adjustment applications, moving the Committee to a virtual meeting will allow for the public involvement and the resumption of construction projects.



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Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer

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