

## **TERMS OF REFERENCE – COMMITTEE OF ADJUSTMENT**

### **1.0 Purpose of this Committee**

- The Committee of Adjustment is part of the overall planning process of the Municipality.
- More specifically it will deal with lot creation by severance of lands under the Consent Policy as stated in the Official Plan. In addition the Committee will deal with issues such as the creation and establishment of rights of way, the creation of easements over properties, the alteration of lot boundaries, and changes to zoning by-laws by means of a “minor variance” under the Planning Act.

### **2.0 Term of Appointment of this Committee**

- The Committee of Adjustment holds a term of appointment running concurrent with the term of Council.
- Council appoints five (5) members to this committee.

### **3.0 Council Representation on this Committee**

- There are no members of Council on the Committee of Adjustment but the Chair of the Planning and Economic Development Committee receives the information packages and may attend Council of Adjustment meetings. The Mayor may also attend meetings in an “ex-officio” capacity.

### **4.0 Relationship of this Committee to Council/Making recommendations**

- This Committee will make recommendations to Council via Resolutions for items requiring consideration or some form of action. Recommendations for specific projects requiring taxpayer-funded expenditures will be subject to the normal annual budget process. For specialized or urgent projects, Council may authorize funding so long as the project is generally in accordance with the Committee of Adjustment. Council will respond in writing to Committee recommendations when their deliberations are complete.

### **5.0 Staff Support**

- Planning Administrator
- Municipal Planning Consultant
- Other support to be co-ordinated through the CAO/Clerk.

### **6.0 Relationship of this Committee to other Council-appointed Committees**

- This Committee functions in the same context as all other Council-appointed Committees.
- At least one member of the Committee of Adjustment also sits on the Planning Advisory Committee to provide continuity between the committees.

### **7.0 Rules of Procedure to be Followed by this Committee**

- In general, all Council-appointed Committees are expected to follow accepted Rules of Order for public organizations (such as Robert’s Rules of Order). The Committee shall also comply with provisions of Schedule “B” (Code of Conduct) in the Municipal Procedural Bylaw, as amended from time to time.

### **8.0 Compensation**

- Members receive \$60.00/meeting for expenses to visit sites and attend evening meetings.

### **9.0 Last Date of Review of these Terms of Reference**

- May, 2011