

# **COMMITTEE OF ADJUSTMENT**

## **TERMS OF REFERENCE**

### **1. PURPOSE**

The Committee of Adjustment is appointed by Council pursuant to the provisions of The Planning Act to deal with applications to sever parcels of land and minor variances.

### **2. MEMBERSHIP AND RESPONSIBILITY**

The Committee hears applications to sever land. The Committee must be satisfied when granting more than one severance on a parcel of land that a plan of subdivision is not necessary for the proper and orderly development of the municipality. The Committee upon hearing an application may approve or refuse it and may make the approval subject to such terms and conditions as the Committee considers advisable.

Applications submitted by an owner of land requesting a minor variance to the provisions of the Town's zoning by-law, in respect of the land, building or structure or the use thereof are also heard by the Committee. The Committee may grant the approval of a minor variance, if in its opinion it is desirable for the appropriate development or use of the land, building or structure and the general intent and purpose of the zoning by-law and the official plan are maintained. Again, the approval of an application may be subject to such terms and conditions as the Committee considers advisable.

The Committee shall consist of at least four (4) and not more than six (6) appointees.

#### **Community Members must:**

- be available to conduct site inspections of subject properties
- have knowledge of planning processes including minor variance and consent process
- be a qualified elector in the Town of Georgina pursuant to the Municipal Act and able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Committee
- be organized, available and committed to attend **all** Committee meetings
- not be in the Building/Planning industry trades in the Town of Georgina, in order to avoid conflicts
- be objective, possess relevant education component or equivalent experience and have an open mind in order to fully consider the evidence provided.

3. **LENGTH OF TERM/VACANCIES**

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

4. **REMUNERATION**

\$81.00 per meeting, plus mileage for site visits

5. **FREQUENCY OF MEETINGS**

The Clerk's Department receives and processes applications for consent and minor variances. The Committee meets twice per month on Monday evenings.

In the event a member misses three (3) consecutive meetings, without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.