



Town of Georgina Committee of Adjustment (GCOA)

Terms of Reference

1. Purpose

1. The Committee of Adjustment is appointed by Council pursuant to the provisions of The Planning Act, R.S.O 1990, Part V, Committee of Adjustment, to deal with applications for minor variances, permissions and consents of property.

2. Meetings

1. The Committee shall meet as required throughout the year, to a maximum of twenty-four (24) times a year.
2. Quorum for the Committee is determined under section 44 of the *Planning Act*.
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. The office of a member becomes vacant if the member is absent from the meetings for three successive months without being authorized to do so by a resolution of the Committee.

3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. Grant minor variances and the other forms of permissions referred to under Section 45 of the Planning Act;
3. Determine whether the approval of an application may be subject to such terms and conditions as the Committee considers advisable;
4. Grant consents pursuant to Section 53 of the Planning Act;
5. Be objective, possess the relevant education component or equivalent experience and have an open mind in order to fully consider the evidence provided;
6. Conduct site inspections of subject properties;

7. Grant variances to other Town by-laws that apply the Official Plan where Council has granted authority in accordance with Section 45(3) of the Planning Act; and
8. To report to Council, on an annual basis, documenting the activities, accomplishments and comments deemed appropriate as the Committee attempts to fulfil its purpose.

4. Term & Membership Composition

1. Appointed by Council, the Committee shall be composed of at least five (5) and no more than seven (7) appointees who reside in the Town of Georgina and have knowledge of planning processes including minor variance and consent processes.
2. To be eligible to make application and to serve on this Committee individuals must:
 - a. Be a qualified elector in the Town of Georgina pursuant to the Municipal Act, and
 - b. Be able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Committee; and
 - c. Be able to demonstrate that personal and professional business dealings do not create the probability of conflicts of interest or the perception of conflict of interest.
3. Under the direction of the Director of Development Services, secretarial and other support services will be provided on an as needed basis by the Town of Georgina.
4. Resignations from the Committee must be in writing.
5. 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.
6. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.
7. Recognizing that vacancies may arise, if a vacancy reduces the number of members to less than five (5), then Council will request submissions from the public and appoint citizens to fill such vacancies. If a vacancy does not reduce the number of members to less than five (5), then Council may request submissions from the public and appoint citizens to fill such vacancies.

5. Remuneration

1. \$81.00 per meeting, not to exceed twenty-four (24) paid meetings per year plus mileage (at the corporate rate) for site visits.

6. Member in Good Standing

1. The rules governing the procedure of Council and the conduct of members including conflicts of interest shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the GCOA.

7. General Conduct

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

8. Procedural By-Law

1. The rules and regulations contained in the Town of Georgina Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.

9. Budget

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
2. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval.
3. The Committee budget will be administered by the Director of Development Services.

10. Use of Town Logo/Letterhead

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information from the public, to carry out its mandate. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

11. Authority

1. The Committee shall work within the scope its responsibilities as set out in these Terms of Reference. 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.

12. Municipal Act Compliance

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

History: Amended by Council on August 15, 2018