



## **Committee of Adjustment Terms of Reference**

**Dated August 27, 2024**

### **Purpose**

The Municipality passed a by-law under section 34 of the Planning Act, R.S.O. 1990, c. P.13 (the “Act”). Pursuant to section 44(1) of the Act, Council constituted and appointed a Committee and further delegated certain authority to the Committee to grant consents pursuant to section 53 of the Act.

### **Objectives**

The Committee shall perform the functions as set out in the Act and pursuant to its delegated authority.

### **Delegated Authority**

The authority delegated by Council to the Committee for giving of consents under section 53 pursuant to section 54(2) of the Act; however, Council also retains such authority.

### **Committee Composition**

The membership of the Committee will be comprised of the following:

- two (2) members of Council; and
- three (3) members of the public.

### **Terms of Office**

The members of the Committee who are not members of a Council shall hold office for the term consistent with the Council that appointed them and the members of the Committee who are members of Council shall be appointed annually. The members of the Committee shall hold such office until their successors are appointed.

Where a member of the Committee ceases to be a member before the expiration of his or her term, Council shall appoint another eligible person for the unexpired portion of the term; however, if the member ceases to be a member within ninety (90) days before

voting day of a regular election year, as long as there is quorum, the position may remain vacant until such time as a new Council is elected and appoints members to the Committee.

### **Lead Department/ Reporting Relationship**

The lead department for the Committee shall be the Planning Department.

### **Category of Function**

Quasi-judicial, in accordance with HR-2022-02 Council, Agency, Board and Committee Remuneration and Compensation.

### **Committee Training**

Prior to a member attending a meeting of the Committee, the Clerk shall arrange for the member to receive orientation and training, including training related to health and safety.

### **Quorum**

Quorum shall be as set out in the Committee's by-law to establish the rules governing the calling, place, proceedings of the Committee.

### **Meeting Schedule**

The Committee will meet monthly or as otherwise required.

### **Staff Resources**

Secretariat assistance and procedural guidance to the Committee will be provided by the Legislative Services Department.

### **Miscellaneous**

These Terms of Reference for the Committee are established by Council and may only be altered by Council.