

Committee of Adjustment

- Composition:** Traditionally, five citizens are appointed.
– Legislation requires a minimum of three
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** By-law 51-89, as amended
- Meetings:** Once every three weeks (Tuesdays) commencing 9:00 a.m. at City Hall (meeting duration approximately 3 – 5 hours)
- Supported by:** City Clerk's Office
- Honorarium:** \$175.00 per meeting (By-law 172-2002)

Committee Structure/Responsibilities:

The Committee of Adjustment operates under the authority of the *Planning Act* to deal with:

Minor Variances – The Committee of Adjustment may grant a minor variance to any zoning by-law in respect to land, buildings or structures or use thereof.

Consents – The Committee of Adjustment may grant consent with respect to the following transactions:

- New lot
- Leases over 21 years
- Mortgage or partial discharge of a mortgage
- Foreclosure or exercise of power of sale
- Rights-of-way and easements over 21 years
- Lot line adjustments
- Corrections to deeds or property descriptions

Member Responsibilities - To make informed decisions, each member is expected to:

- review materials filed with each application
- conduct individual site inspections of the subject property to assess the impacts the proposal may have on the surrounding area
- attend and participate at all public hearings scheduled
- attend and participate in orientation and training programs

Member Qualifications - In addition to the general eligibility requirements set out in the Citizen Appointments Procedure, members should bring the following skills and expertise to the committee:

- a strong interest in the complexities and challenges of city building
- an understanding of the diverse neighbourhoods and communities across the City
- have knowledge in one or more areas of law, planning, architecture, government, economic development, community development, land development, urban forestry and environmental planning or citizen engagement and advocacy
- demonstrate decision-making, communication and mediation skills to facilitate an open and fair hearing process
- adjudication experience and administrative public speaking and organizational skills to be able to chair public hearings and maintain order in conflict situations

Members cannot act as agents for applicants before the Committee of Adjustment.