

Position: Committee of Adjustment

Number of Positions Available: 5

Application Due Date: December 20, 2022, at 4:00 p.m.

Position Summary

The Committee of Adjustment is a quasi-judicial body established by Council as permitted under Section 44(1) of the Planning Act. The Municipality of Meaford's Committee of Adjustment is comprised of five appointed members who meet monthly to hear applications for consent, minor variance, and alterations to legal non-conforming structures and uses. The Committee of Adjustment also functions as the Municipality's Property Standards Committee.

Committee Duties

The Committee of Adjustment is authorized by the Ontario Planning Act to consider applications for:

1. Minor variances from the provisions of the Municipality of Meaford Zoning By-law.
2. Extensions, enlargements or variations of existing legal non-conforming uses under the Municipality of Meaford Zoning By-law.
3. Land division or Consent (severing a new lot from an existing lot, adding land to an existing lot, easements, mortgages or leases in excess of 21 years).
4. Determining whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, buildings or structures permitted in the by-law are defined in general terms.

The Committee of Adjustment shall:

1. Review all information material and submissions made with the application from the property owner(s), applicants or authorized agent(s), in addition to all written and oral submissions submitted by members of public (neighbors) or interested parties.
2. Hear presentations from property owner(s), applicants or authorized agent(s), and members of public (neighbors) or interested parties.
3. Make a decision based on all the written and oral submissions made by the property owner(s), applicants or authorized agent(s), members of public (neighbors) or interested parties, and the staff recommendation

report to the Committee of Adjustment.

4. Approve, refuse, table, defer, or modify the recommendations of the staff report to the Committee of Adjustment.

Requirements

Committee members must:

1. Have the ability to understand and apply the provisions of the Municipality's Official Plan, Zoning By-law, and Property Standards By-law.
2. Be considered impartial with respect to their ability to fulfil their responsibilities.
3. **Not** act as agents for applications before the Committee.

Desirable Qualifications

Members should collectively bring the following skills and expertise to the Committee.

1. Decision-making, communication, and mediation skills to facilitate an open and fair hearing process.
2. Adjudicating experience and administrative public speaking skills to be able to chair public hearings and maintain order in conflict situations.
3. Have an understanding of the Municipality's communities and neighbourhoods.
4. Have knowledge of one or more of the areas of: law, land use planning, architecture, government, economic development, community development, land use planning, forestry, and environmental planning.

Term of Office

Committee members are appointed for a four-year term corresponding to the Term of Council and will remain in office until new Committee members have been appointed by Council.

Remuneration

Each member will be paid \$120 per meeting, inclusive of mileage and site visits in accordance with the Municipality's policy.

Applicant Information

Interested applicants are encouraged to submit an application form by **4:00 p.m. on December 20, 2022.**

By email: apenner@meaford.ca

By mail or in person:

Municipality of Meaford
Attn: Allison Penner
21 Trowbridge St. W.
Meaford, ON N4L 1A1