



Committee of Adjustment Terms of Reference

1. Purpose

The Committee considers the merits of applications for land severances and minor variances to land, buildings or structures, in accordance with the *Planning Act*.

2. Membership

The Committee shall be comprised of five (5) Members of the public. (Members appointed to the Committee of Adjustment are also appointed to the Property Standards Committee.)

3. Term

The Committee shall be appointed for a four-year term and will remain in office until a new Committee has been appointed by Council.

4. Remuneration

Chair: \$125.00 per meeting

Members: \$120.00 per meeting

5. Duties and Functions

The Committee shall:

- Meet in a public forum to hear applications for severances and minor variances;
- Listen to presentations by the applicant, Town staff and any other interested parties;
- Receive written submissions and staff reports;
- Render a decision on applications that are placed before the Committee, including imposing any conditions of approval that it deems desirable.

6. Meeting Time and Location

Second Thursday of each month at 7 p.m., in Council Chambers at Town Hall.

7. Staff Support

The Planning and Development Services Department provides technical and administrative support services to the Committee.