

## **Township of Douro-Dummer Committee of Adjustment Mandate**

The Committee of Adjustment is a quasi-judicial tribunal appointed by Council. It derives its jurisdiction from the *Planning Act* of Ontario and its mandate is to:

- Consider and make decisions on applications for Minor Variances from the provisions of a Zoning By-law
- Consider and make decisions on applications for Permission, which deal with the enlargement or extension of a building or structure that is legally non-conforming, or a change in non-conforming use

The Committee of Adjustment and its application processes are governed by the *Planning Act* of Ontario.

### **Structure of the Committee**

The Committee consists of five members; three members of Council and two citizen appointments. The members of the Committee of Adjustment are the same as those appointed to the Planning Committee.

Citizen appointments are for the term of Council and Council member appointments are appointed annually.

### **The Role of the Committee Staff**

The Secretary-Treasurer of the Committee of Adjustment is appointed from staff administration. They are required to process applications in accordance with the rules and regulations set out in the *Planning Act*.

Staff is available to discuss with the general public, community representatives, applicants, and authorized agents only matters related to application submission requirements or details of applications being processed. It is not the role or responsibility of staff to assess the merits of an application as this is the role and responsibility of the Committee.

### **Proposed Meeting Schedule**

The Committee of Adjustment shall meet in accordance with the provisions of the *Planning Act* (approximately one meeting per month).

### **Remuneration**

Citizen appointments remuneration is \$95.00 per meeting date, mileage is included in this rate (mileage for site visits will not be compensated). There is only one fee per meeting date even when there is a Committee of Adjustment and Planning Committee held on the same day.

Council appointments will not receive additional remuneration as it is included in the Council honorarium.

## **Township of Douro-Dummer Planning Committee Mandate**

The Planning Committee is a committee of Council that is appointed to make recommendations to Council on consent (severance) proposals and consent applications submitted to the County of Peterborough Land Division Committee. Its mandate is to:

- Make recommendations to Council on supporting/not supporting consent applications (preliminary review of proposals and on formal applications)
- Make recommendations to Council on conditions that should be requested on consent applications being processed by the County

### **Structure of the Committee**

The Committee consists of five members; three members of Council and two citizen appointments. The members of the Planning Committee are the same as those appointed to the Committee of Adjustment.

Citizen appointments are for the term of Council and Council member appointments are appointed bi-annually.

### **The Role of the Committee Staff**

The Secretary of the Planning Committee is appointed from staff administration. They are required to process consent proposals and formal consent applications once they have been received.

Staff is available to discuss with the general public, community representatives, applicants, and authorized agents only matters related to application submission requirements or details of applications being processed. Staff also assess the merits of an application and provides a recommendation to the Committee.

### **Proposed Meeting Schedule**

The Planning Committee shall meet approximately once per month (meeting dates will be held on the same day as Committee of Adjustment meetings).

### **Remuneration**

Citizen appointments remuneration is \$95.00 per meeting date, mileage is included in this rate (mileage for site visits will not be compensated). There is only one fee per meeting date even when there is a Committee of Adjustment and Planning Committee held on the same day.

Council appointments will not receive additional remuneration as it is included in the Council honorarium.