



Municipality of Lakeshore

Committee of Adjustment

Terms of Reference

Mandate

The powers and functions of the Committee are as provided in the *Planning Act* and related regulations.

The Committee shall hold hearings in accordance with the *Planning Act* with respect to minor variances, consents, enlargements, extensions or changes to legal non-conforming uses; consent to mortgages, partial discharge of mortgages, validation of title, access right-of-ways, easement and leases over 21 years.

Term

The term of office of the Committee and the members of the Committee is the same as the term of office of the Council that takes office following the next regular election.

Composition

The Committee shall be composed of five members who are residents.

The Secretary-Treasurer, as appointed in Lakeshore's Delegation of Authority By-law, shall act as Municipal Liaison for the Committee and provide administrative and procedural support.

The Division Leader – Community Planning and Team Leader – Development Approvals shall provide professional opinions on applications to the Committee and shall be appointed as alternate Secretary-Treasurer.

Qualifications for Membership

Members of the Committee shall be:

- a) Residents of the Municipality of Lakeshore;
- b) At least 18 years old; and
- c) Available and willing to attend meetings.

Preference will be given to persons who have demonstrated experience working on committees, task forces or similar working groups.

Employees or officers of the Municipality of Lakeshore will not be permitted membership on the Committee.

Meetings

Meetings shall be open to the public and shall be held in accordance with the Lakeshore's Procedure By-law.

Chair

The Committee shall elect a Chair and Vice-Chair at its first meeting.

Proposed Meeting Schedule

The Municipal Liaison shall call the initial meeting of the Committee and chair the meeting until a Committee Chair is elected. The Committee shall meet monthly. Additional meetings may be held at the call of the Chair.

Reports to Council

The Committee will submit an annual report to Council at the beginning of each year outlining the Committee's activity in the previous year.

Conflict of Interest

Members shall comply with the *Municipal Conflict of Interest Act* and Municipality of Lakeshore's Procedure By-law.

Remuneration

Members shall be remunerated \$125.00 for each meeting attended.