



## **South Huron Committee of Adjustment Terms of Reference**

### **Purpose of the Committee**

The purpose of South Huron Committee of Adjustment (COA) is to make decisions on minor variance applications, pursuant to section 45 of the Planning Act.

The Committee is guided by the Planning Act, the Provincial Policy Statement, the South Huron Official Plan and the zoning by-laws of the Municipality of South Huron, the Committee Terms of Reference, including the Committee of Adjustment Hearing Guide attached hereto.

### **Membership Composition and Responsibilities**

The Committee of Adjustment will be composed of \_\_\_\_\_ (\_\_\_\_) voting members consisting of \_\_\_\_\_ members of Council/ \_\_\_\_\_ Public.

The Council shall appoint all Committee members by By-law and the term of appointment for public members shall be concurrent with the four-year term of Council, and members of Council appointed to the Committee shall be appointed annually.

There shall be no discussion between COA Members and the Applicant/Agent during a site inspection or prior to the hearing. There shall be no discussion amongst COA Members regarding an application prior to the hearing.

### **Hearings**

- The COA Chair shall maintain decorum of hearings to ensure a fair hearing for all minor variance applications;
- Comments from COA Members, Applicant and Public shall be directed through the Chair;
- COA Members shall conduct themselves with professional integrity and respect;
- The COA shall ensure that all stakeholders are provided with information and an opportunity for input.

### **Decisions**

- Reasons for approval or denial shall be included in the COA decisions, including how public input impacted the decision;
- Decisions shall include appropriate and enforceable conditions;
- The COA shall defer decisions when appropriate with reasons and a time frame for re-hearing of the application.



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### **Staff Support**

The Secretary-Treasurer to the Committee is the Municipal Clerk or designate. The Huron County Planner assigned to South Huron will provide a planning report to the Committee for every minor variance application brought forward to the Committee.

### **Meeting Roles and Requirements**

The Committee shall meet **at 5:00 p.m.** on the first and third Monday of the month, as-needed to address minor variance applications pursuant to section 45 of the Planning Act.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

### **Minutes and Agenda**

The Secretary-Treasurer will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each hearing will be amended when necessary and adopted at the following Regular Council Meeting.

### **Amendments to the Terms of Reference**

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

### **General Conduct**

The hearings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

The hearing of every application shall be held in public.

### **CONFLICT OF INTEREST**

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.