



Committee of Adjustment

Terms of Reference

Authority: Planning Act, 1996

Committee Type: Statutory Quasi-Judicial

Support Department: Planning and Development

Date Approved: November 28, 2023

Review Date: December 1, 2026

1. Purpose and Mandate

- 1.1 The Committee of Adjustment (“Committee”) is a statutory quasi-judicial body with specific decision-making powers as authorized by the *Planning Act, 1990* (the “Act”).
- 1.2 The Committee operates as an expeditious and practical forum to consider and make decisions on applications for minor variances in respect of the land, building, structure, or the use thereof from the provisions of the Town of LaSalle’s Zoning By-law; and to permit extensions, enlargements, or variations of existing legal non-conforming uses and give consent to an owner of land who wishes to sell, convey, or transfer an interest part of their land.

2. Responsibilities

- 2.1 The Committee is responsible for holding public hearings for the purposes of considering and making decisions with respect to applications for:
 - a) Minor Variances from the provisions of the Zoning By-law;
 - b) Permissions, which include enlargements or extensions of a structure that may be legally non-conforming, or a change in non-conforming use; and,
 - c) Consents.
- 2.2 Having heard submissions from Planning and Development, the Applicant and/or Agent and the public, the Committee of Adjustment shall give objective consideration to applications and shall either approve, refuse or defer an application and may do so with or without modifications or conditions.

3. Membership

- 3.1 The Committee shall be comprised of the following voting members:
 - a) Five (5) members of the public as appointed by Council.
- 3.2 The Chairperson for the Committee shall be appointed from within by their peers.
- 3.3 The Term of Membership shall be for four (4) years to align with the Term of Council.
- 3.4 Administrative resources for the Committee shall include personnel from:
 - a) Planning and Development to provide informational support related to the technical planning aspects of the application before the Committee;
 - b) Planning and Development to act as Secretary-Treasurer for the Committee; and,
 - c) Council Services to provide administrative and procedural support.

4. Meeting Details

- 4.1 The Committee of Adjustment meets on the third (3rd) Wednesday of every month at 5:00 pm, as may be necessary.
- 4.2 Committee members shall be remunerated in accordance with the amounts set out in the Committee Governance Policy. Payment shall be remitted at the end of each calendar year.

5. Link to Strategic Plan

Enhancing organizational excellence - N/A
Strengthen the community's engagement with the Town - Yes
Grow and diversify the local economy - N/A
Build on our high-quality of life - Yes
Sustaining strong public services and infrastructure - N/A

6. Related Policies and Reference Documents

6.1 The following policies, procedures, by-laws, and/or legislation are applicable to the Committee of Adjustment:

- *Planning Act, 1990* and associated regulations
- Town of LaSalle Zoning By-law
- County of Essex Official Plan
- Town of LaSalle Official Plan
- Provincial Policy Statement