

**TOWNSHIP OF MAPLETON
COMMITTEE OF ADJUSTMENT
TERMS OF REFERENCE**

1. Purpose

The Committee of Adjustment is a statutory tribunal with authority delegated to it by Council under the authority of the Planning Act. It considers applications for minor variances from the Zoning By-law, and will also meet (as required) to sit as Property Standards Committee or Fenceviewers.

2. Mandate

The Committee of Adjustment members consider minor variances from the Zoning By-law, review proposed changes to legal non-conforming uses. These decisions are made by reviewing, the four tests laid out in the Planning Act which include:

- a. The proposal is desirable;
- b. The proposal or use is appropriate;
- c. Meets the purpose of the Zoning By-law; and
- d. Maintains the general intent of the Official Plan.

The Committee of Adjustment is required to give notice, follow procedures and is subject to appeal routes set out in the parent legislation.

3. Meetings

Meetings shall be held monthly when applications are received. Time and date to be determined. Should no applications be submitted for that month's meeting, no meeting shall be held. The secretary-treasurer shall notify all members.

4. Term of Office

The Term of Office shall be four years. The date of appointment coincides with the Council term. Members hold office until their successors are appointed, and are eligible for reappointment.