November 2026

Township of Douro-Dummer
Committee of Adjustment Mandate

The Committee of Adjustment is a quasi-judicial tribunal appointed by Council. It derives its powers and duties from the *Planning Act* 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

Committee members review applications, hear submissions from applicants, staff, agencies, and members of the public, and make decisions based on applicable planning policies, legislation, and evidence presented at public hearings which take place during the Committee meeting.

Structure of the Committee

The Committee consists of five members; one member of Council and four citizen appointments.

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

Committee Member Qualifications

Committee members should have the following qualifications:

- Ability to attend day-time meetings virtually or in-person.
- Ability to understand and apply the provisions of the Township's Official Plan and Zoning By-laws.
- Be impartial when fulfilling responsibilities.
- Ability to conduct site visits across the Township of Douro-Dummer.
- Have a keen interest land use planning and development in the Township of Douro-Dummer.
- Experience or knowledge in the areas of land use planning, architectural design, construction, engineering, or planning law is considered an asset.

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*, they prepare Committee meeting agenda and meeting minutes.

The Township Planner, reviews applications, works with the applicant and prepares reports and recommendations for the Committee to review.

Proposed Meeting Schedule
The Committee of Adjustment shall meet in accordance with the provisions of the *Planning Act* (approximately one meeting per month). Meetings are typically called when there are applications to review.

Remuneration
Citizen appointments remuneration is $95.00 per meeting date. Mileage is paid to Committee members for site visits and any meetings which occur outside of the Township, the mileage rate shall be the same as the rate paid to members of Council.

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