Terms of Reference
Committee of Adjustment

Authorizing or Mandating Legislation: *Planning Act,* section 44, by virtue of Zoning By-Law 1037, as amended. Essex Council has delegated its approval authority for the consents to the Committee of Adjustment through its delegation bylaw.
Procedural By-Law: By-Law Number 2159, as amended from time to time
Approved: [DATE]
Evaluation Date: [DATE]

1.0 PURPOSE

1.1 To issue decisions on applications for consents to sever land, private land easements ~~certificates of cancellation~~, and minor variances from the provisions of the implementing Zoning Bylaw for any land, building or structure within the Town of Essex, in accordance with Provincial Planning Policy and the policies of the Town of Essex Official Plan, as may be amended from time to time, and to exercise such other powers that are authorized under the Planning Act respecting the issuance of consents and minor variances.

1.2 To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 **Type:** Statutory Committee

2.2 **Resources:**

a) Staff Support: Planning Services Division
b) Number of Council Members: Zero
c) Number of Community Members: Maximum of five

2.3 **Term:** December 14, 2026 to November 14, 2030

2.4 **Meeting Frequency:** Monthly

2.5 **Remuneration:** $125.00 per attendance

3.0 SCOPE OF WORK

3.1 The Committee of Adjustment shall exercise such powers as authorized under Section 45, and 53 of the *Planning Act*.

4.0 REQUIRED SKILLS

Communications	Land Use Planning
Risk Management	Critical Thinking/Analysis
Stakeholder Relations	Legal