

TOWNSHIP OF SOUTH ALGONQUIN
COMMITTEE of ADJUSTMENT MEETING – MINUTES

On Thursday, June 15, 2017 the Committee of Adjustment held a meeting.

Members Present: Councillor Sandra Collins
 Councillor Joe Florent
 Councillor Dave Harper
 Councillor Bill Rodnick
 Councillor Richard Shalla (Chair)

Guest: Jane A.E. Dumas, Mayor

Township Staff Present: Holly Hayes, CAO/Clerk Treasurer
 Tracy Cannon, Municipal Operations Clerk, *Secretary-Treasurer*

Chair of the Committee of Adjustment, Councillor Shalla called the meeting to order at 7:00 p.m.

ADDITIONS/AMENDMENTS TO THE AGENDA: None

ADOPTION OF THE AGENDA:

Moved by: J. Florent

Seconded by: B. Rodnick

To adopt the agenda as prepared for the Committee of Adjustment meeting of Thursday, June 15, 2017 as circulated.

DISCLOSURE OF PECUNIARY INTEREST: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- The Committee met for the first time after the enactment of the Committee of Adjustment. Staff and Committee members reviewed and discussed the circulated forms and application that will be provided to applicants applying for a Consent, such as the Pre-Consultation Form, Application for Consent, Consent Process Flow Chart and an information form for what an applicant can expect after the consent is approved.
- The Committee reviewed and discussed the forms and applications that will be provided to applicants applying for a Minor Variance, such as the Application for a Minor Variance, and a Minor Variance Flow Chart. Also circulated was a draft copy of a Citizen Guide to Minor Variance and Consents. The Committee is to review the documents and provide feedback to Tracy Cannon, Secretary-Treasurer by Friday, June 23rd.
- Reviewed and discussed the Procedural By-Law #17-533 for the Committee of Adjustment.
- Holly Hayes, CAO/Clerk Treasurer and Tracy Cannon, Secretary-Treasurer briefed the Committee on some important points discussed at the Ontario Association of Committee of Adjustment and Consent Authorities (OACA) conference.
- Currently there are no Minor Variances or new Consent applications at this time.

The next meeting date will be scheduled at a later date.

Moved by: D. Harper

Seconded by: S. Collins

To adjourn the Planning Committee meeting of June 15, 2017 at 8:00 p.m.

Councillor Shalla/Chairperson

Tracy Cannon, Municipal Operations Clerk
Secretary Treasurer