



TOWNSHIP OF MELANCTHON

COMMITTEE OF ADJUSTMENT

THURSDAY, JANUARY 12, 2012 - 9:00 A.M.

1. APPROVAL OF MINUTES - November 17, 2011

2. BUSINESS ARISING FROM MINUTES

3. APPLICATION FOR CONSENT

4. APPLICATION FOR MINOR VARIANCE

5. APPLICATIONS ON FILE

6. DELEGATES

7. CORRESPONDENCE

Report from Denise Holmes, Secretary-Treasurer Re: 2012 COA Meeting Schedule and Circulation of Planning Applications and Decisions for Applications for Consent

8. ADJOURNMENT



The Corporation of

THE TOWNSHIP OF MELANCTHON

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*Denise B. Holmes, AMCT
CAO/Clerk-Treasurer*

REPORT TO COMMITTEE OF ADJUSTMENT

TO: CHAIR HILL AND MEMBERS OF THE COMMITTEE OF ADJUSTMENT

FROM: DENISE HOLMES, SECRETARY-TREASURER

DATE: JANUARY 5, 2012

SUBJECT: 2012 COA MEETING SCHEDULE AND CIRCULATION OF PLANNING APPLICATIONS AND DECISIONS FOR APPLICATIONS FOR CONSENT

PURPOSE

The purpose of this Report is to seek approval from the Committee of Adjustment for the attached COA meeting schedule for the circulation of planning applications as well as to change the procedure for approval of Applications for Consent.

BACKGROUND AND DISCUSSION

When the Township receives a Planning Application for either an Application for Consent or Minor Variance, Township Staff are being pressured to have the application circulated so that the applicant can have the public meeting as soon as possible. Under the Planning Act, the Township has regulations (time-lines) that it must abide by for giving notice, etc. and it is not always possible to get the applications circulated in a timely matter for the next COA meeting due to other work commitments in the office. We have spoken with our Planner who advises that in other municipalities, they have a schedule in place and if the application is not in by the cut off date, then it doesn't get circulated for that meeting and will have to wait for the next one. A draft schedule is attached.

As well, the Committee of Adjustment has never made a decision on an Application for Consent at the Public meeting and has deferred it to the next meeting. I am not certain why it has been done this way but possibly could be so that an onsite visit could be made to the property and to make sure all comments were received from agencies, etc. I spoke with our Planner because I wanted to make sure that there was no legal responsibility under the Planning Act as to why the Committee has done it this way and there isn't. Therefore, going forward, I see no reason why the Committee of Adjustment cannot make a decision on an application for consent, unless it requires more information or clarification.

JAN 12 2012

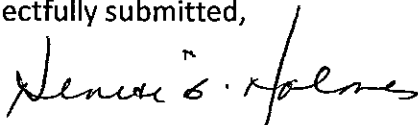
FINANCIAL

N/A.

RECOMMENDATION

That the Report of Denise Holmes, Secretary-Treasurer, Committee of Adjustment be received and the 2012 Meeting Date and Application Cut-off Schedule be approved and that the decisions for Applications for Consent be made at the Public meeting unless further information or clarification is required by the Committee.

Respectfully submitted,

A handwritten signature in black ink that reads "Denise B. Holmes". The signature is written in a cursive style with a small "TM" trademark symbol above the "s" in "Holmes".

Denise B. Holmes, Secretary-Treasurer, COA

2012 MEETING SCHEDULE - COMMITTEE OF ADJUSTMENT

MEETING DATE	APPLICATION CUT-OFF DATE
January 12, 2012	December 15, 2011
February 16, 2012	January 19, 2012
March 15, 2012	February 16, 2012
April 19, 2012	March 22, 2012
May 17, 2012	April 19, 2012
June 21, 2012	May 24, 2012
July 19, 2012	June 21, 2012
August 16, 2012	July 19, 2012
September 20, 2012	August 23, 2012
October 18, 2012	September 20, 2012
November 15, 2012	October 18, 2012
December 20, 2012	November 22, 2012

Meeting date may be subject to change