



Looking for an opportunity to serve your community or know someone who is?

The Township of Minden Hills is currently seeking two (2) community-minded residents to serve on the Committee of Adjustment for the remaining 2014-2018 term of Council. The new members would fill a recent vacancy and broaden the Committee to a five member panel.

Members receive a stipend of \$100.00 for each regular meeting attended and are reimbursed for mileage associated with conducting site visits. Meetings are held at 9:30 a.m. on the last Monday of each month and typically last 2 hours but may extend longer.

WHAT IS THE PURPOSE OF THE COMMITTEE OF ADJUSTMENT?

The Committee of Adjustment considers applications for minor variances from the Township's Zoning By-law as set out in the [Planning Act](#). A minor variance may allow property owners to use their land in a way which does not comply exactly with the requirements of the Zoning By-Law.

The Committee of Adjustment is a quasi-judicial body made up of citizen representatives appointed by Council. Decisions made by the Committee of Adjustment may be appealed to the Ontario Municipal Board.

AM I QUALIFIED?

It is expected that Committee Members be objective in fulfilling their responsibilities. In advance of meetings Members are expected to conduct site visits (weather and road conditions permitting), and to review the Minutes of Committee Meetings and Planning Reports, which are prepared by Township Staff.

Appointments to the Committee of Adjustment is based upon the following criteria; however those who do not meet all the qualifications are still strongly encouraged to apply:

- Resident or property owner in the Township of Minden Hills;
- Presence and longevity in the community;
- Demonstrated background and knowledge related to the function of the Committee of Adjustment;
- Knowledge and understanding of the land use planning process including minor variance;
- Be objective, possess relevant education component or equivalent experience and have strong analytical skills in order to fully consider all information provided;
- Excellent communication skills;
- Reason for wanting to serve on the Committee;
- Be available and able to conduct site inspections on subject properties;

- Be organized, available and committed to attend all Committee meetings; and
- Ability to commit the time for servicing on the Committee

In addition to the above qualifications, consideration will be given to the composition as a whole in an effort to balance:

- rural, urban and lakeshore interest;
- age, gender and ethnicity;
- experience and new membership;

Successful applicants will be provided with orientation and are eligible for learning opportunities.

WHERE DO I SUBMIT MY APPLICATION?

Interested individuals are encouraged to apply by submitting a copy of their resume and a cover letter to

Clerk's Department
Committee of Adjustment Member
Township of Minden Hills
P.O. Box 359 - 7 Milne Street
Minden, ON., K0M 2K0
or by e-mail to:
sprentice@mindenhills.ca

Applications must be received by January 26, 2017.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Questions about the collection and use of this information should be directed to the Clerk, Dawn Newhook, Township of Minden Hills, 7 Milne Street, Minden, Ontario, K0M 2K0 (705) 286-1260 ext. 205.

WHERE CAN I GET MORE INFORMATION?

For further information regarding the recruitment process, or on the role and responsibility of Committee Members, contact Ian Clendening, Planner & Secretary-Treasurer to the Committee of Adjustment, at 705-286-1260 x206 or e-mail at iclendening@mindenhills.ca.