

STAFF REPORT: Planning & Building Services Department



REPORT TO: Planning & Building Committee
MEETING DATE: February 07, 2011
REPORT NO.: PL.11.04
SUBJECT: Committee of Adjustment 2010 Annual Report
PREPARED BY: Lori Carscadden, Secretary-Treasurer, Committee of Adjustment

A. Recommendations

THAT Council receive Planning & Building Services Department Staff Report No. PL.11.04, "Committee of Adjustment 2010 Annual Report" for information purposes.

B. Background

1. Since the Committee of Adjustment was established in September 2004, the Committee has received 143 minor variance applications.
2. The Committee was appointed by Council in early 2007 and was comprised of:

Shiela Metras
Robert Waind
Bill Remus

The new Committee was appointed by Council in early 2011 for a term commiserate with the term of Council with the following members:

Robert Waind
Bill Remus
David Morgan

As required by the *Planning Act*, the Committee at its first meeting of 2011 appointed Robert Waind as Chair for the 2011 calendar year. The Committee will review this at its last meeting of 2011 or first meeting of 2012.

3. Committee support is provided by Lori Carscadden, Secretary-Treasurer and Town Planner Bryan Pearce.
4. As Council is likely aware, minor variance applications are circulated internally and externally and when comments and/or recommended conditions are received they are forwarded to the Committee for their consideration.
5. Town Planning comments and recommendations are provided to the Committee on each application by Planning Services.

6. In 2010, a total of 11 applications were received by the Committee with all 11 being granted. We note that one of the applications was a fence variance, being the first that the Committee considered since Council authorized the Committee of Adjustment to do so in January, 2008. The variance request for the fence was granted.
7. The Town's Draft 2011 Budget does not anticipate an increase in the Committee of Adjustment fee of \$900.00 per application.
8. The following table is a breakdown of the total number of minor variance applications received and they're status for 2008 and 2009.

Year	# of Applications	Granted	Denied	Withdrawn	Comments
2008	17	16	0	2	Large % of the applications were for relief of either the front, side or rear yards. A few had issues with lot coverage, a condition of consent and one height request for a garage. NOTE: 2 of the 17 applications were appealed to the Board. In one instance the Bd. Ruled in favour of the applicant and the second instance the applicant chose not to proceed with the application.
2009	17	16	0	1	Large % of the applications were for relief of either the front, side or rear yards. A few had issues with lot coverage.
2010	11	11	0	0	Large % of the applications were for relief of either the front, side or rear yards. A few had issues with lot coverage. One application was for a variance to a fence.

9. Application revenues collected in 2008, 2009 and 2010 as well as the related Member Compensation are reflected below:

Year	Revenue	Costs	Member Expenses (memberships, travel, meals, accomdn., conferences/workshops)
2008	\$12,300.00	\$1,935.00	\$5,721.97
2009	\$14,600.00	\$2,415.00	\$2,926.00
2010	\$11,700.00	\$8,694.00 (Budget \$9,850)	\$5,163.00 (Budget \$4,250)

NOTE: A portion of Town staff salaries and benefits have been allocated for the first time in 2010.

10. At the May 30th – June 2nd 2010 OACA Conference in Windsor, Robert Waind was re-appointed to the “*Board of Directors of the Ontario Association of Committees of Adjustment & Consent Authorities*”. This position is Mr. Waind’s second consecutive year.

11. The Towns’ Committee of Adjustment had the opportunity to participate in the OACA Conference, May 30th – June 2nd in Windsor wherein all three Committee members, and Planner Bryan Pearce, attended. As well, the OACA Seminar was held on September 24th in Leamington with Robert Waind, Bill Remus and Bryan Pearce attending.

It should be noted that OACA membership and Conference and Seminar fees for Robert Waind is covered through the Association and therefore a portion of those associated costs would not be part of the Towns’ budget for 2010.

C. The Blue Mountains’ Strategic Plan

#4 *Supporting the development of social and recreational programs to meet the broad range of needs in the community.*

#6 *Providing a strong, well managed municipal government.*

D. Environmental Impacts

N/A

E. Budget Impact

Staff are satisfied that the revenues collected substantially address the direct and indirect costs of the Committee.

F. Attached

N/A

Respectfully submitted,

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