



REPORT ADM-2014-028

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

MEETING DATE: December 17, 2014

SUBJECT: Committee Governance Review – Committee of Adjustment and Planning Advisory Committee
File No. C12

RECOMMENDATIONS

That Report ADM-2014-028 regarding Committee Governance Review – Committee of Adjustment and Planning Advisory Committee be received; and

That the terms of reference attached as Schedule “B3” to Report ADM-2014-028 for a combined Planning Advisory and Committee of Adjustment Committee to be known as the Planning and Development Advisory Committee be adopted; and

That Council enact a By-law to amend the Site Alteration By-law to establish a notification and approval process in accordance with Report ADM-2014-028 for Site Alteration applications that are equal to or exceed 10,000 cubic metres.

DISCUSSION

Background

In September 2013, Council requested staff to review the governance structure and purpose of Township committees.

Further, over the past year the Township has received a few complaints relating to major site alteration permits and agreements. As a result, staff recommend Council give consideration to implementing a notification and approval process for applications that are equal to or exceed 10,000 cubic metres.

Purpose

The purpose of Report ADM-2014-028 is to consider:

- the amalgamation of the Committee of Adjustment (CoA) and the Planning Advisory Committee (PAC); and
- modifying the responsibilities of (PAC); and
- implementation of a notification process and subsequent review by PAC of site alteration applications that are equal to or exceed 10,000 cubic metres;

AMALGAMATION OF PAC AND COA

Staff recommend amalgamating PAC and COA for the following reasons:

- the qualifications established for selecting members are common
- the mandates of each committee relate to planning and development
- conducting a hearing for a minor variance application in the evening instead of during regular business hours enhances public access
- effective use of Township resources

Recruitment Criteria

Outlined below is a summary of the experience, education or knowledge sought for each committee:

COA	PAC
Legal Planning Real Estate Agriculture The Planning Act The Committee of Adjustment process	Legal Planning Real Estate Agriculture The Planning Act

Meeting Summary

The table below summarizes the number of meetings held by each Committee during the last term of Council, and the average duration of meetings in 2014.

Year	CofA	PAC
2011	8	9
2012	5	9
2013	7	8
2014	7	6
Average Length of Meetings 2014	38 minutes	36 minutes

Attendance Summary & Composition

Attached as Schedule C is an attendance summary for 2014 for COA and PAC. Staff recommend that the committee be composed of five (5) members as the *Planning Act* states where a committee (COA) is composed of three (3) members, two (2) members constitute a quorum, and where a committee is composed of more than three (3) members, three (3) members constitute a quorum.

PROPOSED AMENDMENTS TO RESPONSIBILITIES OF COMBINED PAC/COA

In summary, staff recommend the following amendments to the responsibilities of PAC:

- Removal of appointment of the Secretary by Council. Legislative support to the Committee will be provided by staff as outlined in the Terms of Reference.
- Removal of “development and review of long term planning policies”
- Removal of “provided with an annual budget within which to operate”
- Removal of “recommendations on zoning by-law amendments”
- Addition of comment on Site Plan Applications within the area defined on Schedule “D”
- Addition of participate in the Community Improvement Plan (CIP) process
- Addition of evaluate and make recommendations to Council on site alteration applications that are equal to or exceed 10,000 cubic metres.
- Addition of “carry out the responsibilities of Committee of Adjustment”

Development and Review of Long Term Planning Policies

The County of Wellington Official Plan took effect May 6, 1999. In turn, Puslinch Township Council repealed the Township Official Plan on July 7, 1999 by By-law 25/99. The County approved the repealing of the plan and the County of Wellington Official Plan came into effect for Puslinch Township on September 1, 1999.

The repeal was modified to exclude the Mini Lakes and the Millcreek Country Club properties due to unresolved local amendments. Those lands were addressed under two additional County decisions resulting in the Puslinch Official Plan being repealed by 2001.

Budget

Removal of the responsibility to provide input to Council on the operating and capital budget, as the budget of PAC consists of the remuneration paid to its members.

Zoning By-law Amendments

Staff recommend removal of the responsibility of commenting on zoning by-law amendment applications.

The flowchart attached as Schedule “E1 and E2” outlines the current and proposed process followed for administering a zoning by-law amendment application. The primary difference between the two processes is the step of PAC recommending to Council that a public meeting date be set. Staff recommends the elimination of this step as staff reviews an application with its consultants and the required agencies to determine whether an application is complete. At this stage, staff is in the position to recommend to Council that a Public Meeting date be set.

Further, upon review of PAC minutes, the recommendations and comments made with regard to zoning by-law amendment applications are predominantly related to issues considered during approval of a site plan. (Refer to Site Plan Applications).

The removal of this responsibility does not eliminate any opportunity for the public to comment on a zoning by-law amendment application as it has not been the practice of PAC to receive comments from the public.

The Township, as noted on Schedule “E2” has recently enhanced notification requirements for a zoning by-law amendment application by requiring the applicant to post a sign on the subject property.

The proposed process assigns staff the responsibility of determining the completeness of an application. Once an application is deemed complete through consultation with the prescribed external agencies and the Township’s consultants, staff will prepare a report to Council requesting the setting of a Public Meeting date. The purpose of a preliminary staff report is to advise Council that the application is complete. Upon a public meeting date being set, statutory notice of a complete application and notice of the public meeting will be given. Prior to holding the public meeting, staff will prepare an “Information Report” which includes the staff and agency comments for inclusion on a Council agenda and for posting on the Township’s website. The flow chart attached as Schedule “E2” clarifies and outlines for the public, staff and the applicant the process that is followed when processing an application in accordance with the *Planning Act*. It also facilitates the sharing of pertinent information regarding the application at specific milestones in advance of the public meeting.

Site Plan Applications

As noted previously, upon review of PAC minutes, the recommendations and comments made with regard to zoning by-law amendment applications are predominantly related to issues that would be considered during approval of a site plan.

As a result, staff recommend that the committee's responsibilities include providing comment on Site Plan Applications along the Highway 6 (Brock Road Corridor) and as defined on Schedule "D".

Community Improvement Plan

The Township is in the process of initiating a Community Improvement Plan.

Community improvement planning activities are shaped by local needs, priorities and circumstances. Through community improvement plans, municipalities can:

- focus public attention on local priorities and municipal initiatives
- target areas in transition or in need of repair, rehabilitation and redevelopment
- facilitate and encourage community change in a co-ordinated manner
- stimulate private sector investment through municipal incentive-based programs.

As a result, staff recommend including PAC as a key stakeholder in this process.

Site Alteration Applications

As noted earlier in this report, staff have received complaints with regard to site alteration permits for applications that are equal to or exceed 10,000 cubic metres. Upon considering the concerns raised, staff recommend that a formal notification process regarding a site alteration application be implemented. The suggested framework for these applications is the established legislative process used for processing minor variance applications with the necessary modifications being made to the circulation to prescribed agencies. This will result in the applicant being required to post a sign on the property giving notice of the application, and circulation by staff of a notice within 60m of the subject property outlining the purpose of the application and the date and time the committee will hear concerns regarding the application.

Committee of Adjustment

Staff recommend amalgamating PAC and COA for the following reasons:

- the qualifications established for selecting members are common
- the mandates of each committee relate to planning and development

- conducting a hearing for a minor variance application during the evening enhances public access
- effective use of Township resources

Recommendations – Combined PAC/CoA

Recruitment

When recruiting members for the Planning & Development Advisory Committee that experience, education or knowledge in the following areas be sought:

- Legal
- Planning
- Real Estate
- Agriculture
- Engineering
- Architecture
- Landscape Architect
- Business
- The Planning Act
- The Committee of Adjustment process

Composition

That the committee be composed of five (5) members.

1 Member of Council
4 Citizens

LEGISLATED COMMITTEES

1. Committee of Adjustment (CoA)

Section 44 of the *Planning Act* provides municipalities the authority at its discretion to establish a CoA.

The *Planning Act* states that where a municipality constitutes and appoints a CoA it shall be composed of no fewer than three (3) members.

Members of CoA who are not members of the Council shall hold office for the term of Council that appointed them, and the members of a Council shall be appointed annually.

The CoA is a quasi-judicial tribunal with its members appointed by Council and operating independently and is autonomous.

Council passed By-laws 4/11 and 4/13 respectively to establish a committee and to appoint members.

Mandate

Section 44 of the *Planning Act* enables CoA to authorize minor variances from the provisions of an interim control or zoning by-law. In consideration of an application, CoA is to evaluate the application based on four criteria:

1. Is the application minor?
2. Is the application desirable for the appropriate development of the lands in question?
3. Does the application conform to the general intent of the Zoning By-law?
4. Does the application conform to the general intent of the Official Plan?

Membership

3 Citizens

1 Member of Council (Mayor-alternate)

The *Planning Act* states where a committee is composed of three (3) members, two (2) members constitute a quorum, and where a committee is composed of more than three (3) members, three (3) members constitute a quorum.

Meeting Schedule

2nd Tuesday of each month at 9:30 a.m.

Meetings are scheduled monthly as the *Planning Act* requires that an application be heard within 30 days of receipt of a complete application.

If there are no applications to be heard the meeting is cancelled.

Recommendations – CoA

Recruitment

When recruiting members for CoA that experience, education or knowledge in the following areas be sought:

- Legal
- Planning
- Real Estate
- Agriculture
- The Planning Act
- The Committee of Adjustment process

Composition

That the committee be composed of either three (3) or five (5) members.

ADVISORY COMMITTEES

On November 2, 2011, Council enacted By-law 50/11 which established several advisory committees and defines their respective terms of reference.

The purpose of an advisory committee is to provide advice and recommendations to Council as requested in areas within their mandates.

1. Planning Advisory Committee (PAC)

Mandate

PAC was initially established by By-law 22-83. By-law 50/11 states the terms of reference of PAC are:

- Advising Council on planning issues that affect the Township
- Providing Council with recommendations on development proposals, planning applications and zoning amendment applications. To investigate such applications thoroughly and to report back to Council. All such applications will be presented to the PAC first for review and subsequently be presented to Council with the Committee's recommendations.

- Investigation of specific planning issues, requested by Council, including reviewing and commenting on County of Wellington Land Division Committee applications and Township of Puslinch Committee of Adjustment applications.
- Developing and reviewing long term planning policies for Council's consideration, including Zoning By-law updates.
- The Committee will be provided with an annual budget within which to operate.

Membership

2 Members of Council

5 Citizens

A Member of Council shall act as the Chair and Vice-Chair

Meeting Schedule

Fourth Monday of the month at 7:30 p.m.

Recommendations - PAC

Recruitment

When recruiting members for PAC that experience, education or knowledge in the following areas be sought:

- Legal
- Planning
- Real Estate
- Agriculture
- The Planning Act

Composition

That the committee be composed of five (5) members.

1 Member of Council

4 Citizens

Financial Implications

All committees require staff resources to varying degrees, including staff representatives from the relevant department and the services of committee coordinators.

The 2014 operating budgets and actuals as of November 30, 2014 for committee remuneration is attached as information on Schedule F.

Applicable Legislation and Requirements

Municipal Act

Planning Act

Attachments

Schedule A – Current Terms of Reference for COA and PAC

Schedule B1 – Proposed Terms of Reference for COA

Schedule B2 – Proposed Terms of Reference for PAC

Schedule B3 – Proposed Terms of Reference for Planning and Development Advisory

Schedule C – Attendance Summary

Schedule D – Site Plan Area

Schedule E1 – Flowchart of current zoning by-law amendment application process

Schedule E2 – Flowchart of proposed zoning by-law amendment application process

Schedule F - Budget

SCHEDULE “A”

Mandate

COMMITTEE OF ADJUSTMENT

Committee of Council

Responsibilities

- Generally act as committee appointed by Council on issues that affect the Township relating to Sections 44 and 45 of the Planning Act
- Powers of the committee as set out in the Planning Act to authorize a minor variance from the provisions of the zoning by-law and to permit the enlargement or extension of a building or structure or use of land that was lawfully used on the day that the zoning by-law was passed

Membership

- The Committee shall be composed of 3 members of the public
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held the 2nd Tuesday of each month at 9:30 a.m. or called by the Chair as required

Reporting

- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

PLANNING ADVISORY

Committee of Council

Responsibilities

- Generally act as advisory committee to the Council on planning issues that affect the Township
- Provide Council with recommendations on development proposals, planning applications and zoning amendment applications, etc., and to investigate such applications thoroughly and to report back to Council. All such applications will be presented to the Planning Advisory Committee first for review and subsequently be presented to Council with the Committee's recommendations.
- Investigation of specific planning issues, as requested by Council, including reviewing and commenting on County of Wellington Land Division Committee applications and Township of Puslinch Committee of Adjustment applications.
- Development and review of long term planning policies for Council's consideration, including Zoning By-law updates.
- The Committee will be provided with an annual budget within which to operate.

Membership

- The Committee shall be composed of 2 Councillors and 5 members of the public
- One of the Councillors shall be appointed as the Committee Chair and the other as Vice-Chair
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held on the 4th Monday of each month at 7:30 p.m. or called by the Chair as required

Reporting

- The Chair is responsible for regular reporting to Council
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

SCHEDULE “B1”

Committee of Adjustment

TERMS OF REFERENCE

1. ENABLING LEGISLATION

Section 44 (1) of the *Planning Act* states:

If a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable.

The Committee of Adjustment was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of Committee of Adjustment is to consider applications for minor variances from the Zoning By-law.

The Committee is authorized by the *Planning Act* to consider applications for:

- Minor variances from the provisions of the Zoning By-law
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, buildings or structures permitted in the by-law are defined in general terms

Minor Variances

The Zoning By-law regulates how land and buildings are used and where buildings and structures can be located. This by-law also specifies lot sizes and dimensions, parking requirements, building heights and other regulations necessary to ensure proper and orderly development.

However, sometimes it is not possible or desirable to meet all of the requirements of the Zoning By-law. In that case, a property owner may apply for approval of a minor variance. A minor variance provides relief from a specific Zoning By-law requirement, excusing a property owner from meeting the exact requirements of the by-law.

For the Committee to approve this type of application, Section 45(1) of the *Planning Act* requires that the members must be satisfied that the application:

- Is considered to be a “minor” change from the Zoning requirements;
- Is desirable for the appropriate development or use of the land, building or structure;
- Maintains the general intent and purpose of the Official Plan; and
- Maintains the general intent and purpose of the Zoning By-law.

Deliverables

The Committee will accomplish its mandate by:

1. Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the application, in accordance with the requirements of the Planning Act.

3. TYPE OF COMMITTEE

Statutory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Committee of Adjustment is composed of the following:

Role	Member Name
Members of the Public	3
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Secretary-Treasurer

The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council (if any) shall be appointed annually.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair’s main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

3. Qualifications

Citizen Appointee with the following qualifications:

- Planning
- Real Estate
- Agriculture
- Building/Construction
- Legal
- General knowledge of the *Planning Act* and the committee of adjustment process
- Demonstrated commitment and interest in the community

5. MEETING SCHEDULE

Meetings shall be held the 2nd Tuesday of each month at 9:30 a.m. or called by the Chair as required

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is a quasi-judicial tribunal with its members appointed by Council and it renders decisions on minor variance applications independently.

Minutes from this Committee shall be submitted to Council after each meeting.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Secretary-Treasurer	FTE - 3 hours

External Resources	FTE – Planner as required
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8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

SCHEDULE “B2”

Planning Advisory Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township’s procedural by-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Planning Advisory Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Planning Advisory Committee is to assist Council on planning issues that affect the Township.

Deliverables

The Committee will accomplish its mandate by:

1. Providing advice and recommendations to Council with respect to development proposals, planning applications and zoning amendment applications by investigating applications thoroughly.
2. Reviewing and commenting on County of Wellington Land Division applications and Puslinch minor variance applications.
3. Developing and reviewing long term planning policies for Council’s consideration including Zoning By-law updates.
4. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

3. TYPE OF COMMITTEE

Advisory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Planning Advisory Committee is composed of the following:

Role	Member Name
Members of Council	1
Members of the Public	4

Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Development Coordinator Chief Building Official
External Resources	Planner

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

4. Qualifications

Member of Council

Citizen Appointee with the following qualifications

- Planning
- Real Estate
- Agriculture
- Building/Construction
- Legal
- General knowledge of the *Planning Act* and the committee of adjustment process
- Demonstrated commitment and interest in the community

5. MEETING SCHEDULE

The Committee meets on the 4th Monday of each month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Development Coordinator	FTE - 3 hours
External Resources	FTE – Planner as required

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

SCHEDULE “B3”

Planning & Development Advisory Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township’s procedural by-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

Section 44 (1) of the *Planning Act* states:

If a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable.

The Planning & Development Advisory Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Planning & Development Advisory Committee is to consider applications for minor variances from the Zoning By-law and to assist Council on planning and development matters that affect the Township.

The Committee is authorized by the *Planning Act* to consider applications for:

- Minor variances from the provisions of the Zoning By-law
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, buildings or structures permitted in the by-law are defined in general terms

Minor Variances

The Zoning By-law regulates how land and buildings are used and where buildings and structures can be located. This by-law also specifies lot sizes and dimensions, parking requirements, building heights and other regulations necessary to ensure proper and orderly development.

However, sometimes it is not possible or desirable to meet all of the requirements of the Zoning By-law. In that case, a property owner may apply for approval of a minor variance. A minor variance provides relief from a specific

Zoning By-law requirement, excusing a property owner from meeting the exact requirements of the by-law.

For the Committee to approve this type of application, Section 45(1) of the *Planning Act* requires that the members must be satisfied that the application:

- Is considered to be a “minor” change from the Zoning requirements;
- Is desirable for the appropriate development or use of the land, building or structure;
- Maintains the general intent and purpose of the Official Plan; and
- Maintains the general intent and purpose of the Zoning By-law.

Deliverables

The Committee will accomplish its mandate by:

2. Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the application, in accordance with the requirements of the Planning Act.
3. Providing advice and recommendations to Council with respect to site plan applications within the area defined on Shedule “A” attached.
4. Reviewing and commenting on County of Wellington Land Division applications.
5. Participating in the Community Improvement Plan (CIP) process.
6. Evaluating and making recommendations to Council on site alteration applications that are equal to or exceed 10,000 cubic metres.
7. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

3. TYPE OF COMMITTEE

Advisory/Statutory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Planning & Development Advisory Committee is composed of the following:

Role	Member Name
Members of Council	1
Members of the Public	4
Chair	To be determined

Vice-Chair	To be determined
Role	Support
Support Staff	Development Coordinator/Secretary-Treasurer Chief Building Official
External Resources	Planner

The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

5. Qualifications

Member of Council

Citizen Appointee with the following qualifications

- Planning
- Real Estate
- Agriculture
- Building/Construction
- Legal
- Architecture
- General knowledge of the *Planning Act* and the committee of adjustment process
- Demonstrated commitment and interest in the community

5. MEETING SCHEDULE

The Committee meets on the 4th Monday of each month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township’s procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council for all matters excluding committee of adjustment responsibilities.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

This Committee for committee of adjustment matters is a quasi-judicial tribunal with its members appointed by Council and it renders decisions on minor variance applications independently.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee’s mandate.

The Committee may make recommendations on issues within their mandate for Council’s consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Development Coordinator	FTE - 5 hours
External Resources	FTE – Planner as required

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

SCHEDULE "C"

Committee of Adjustment 2014

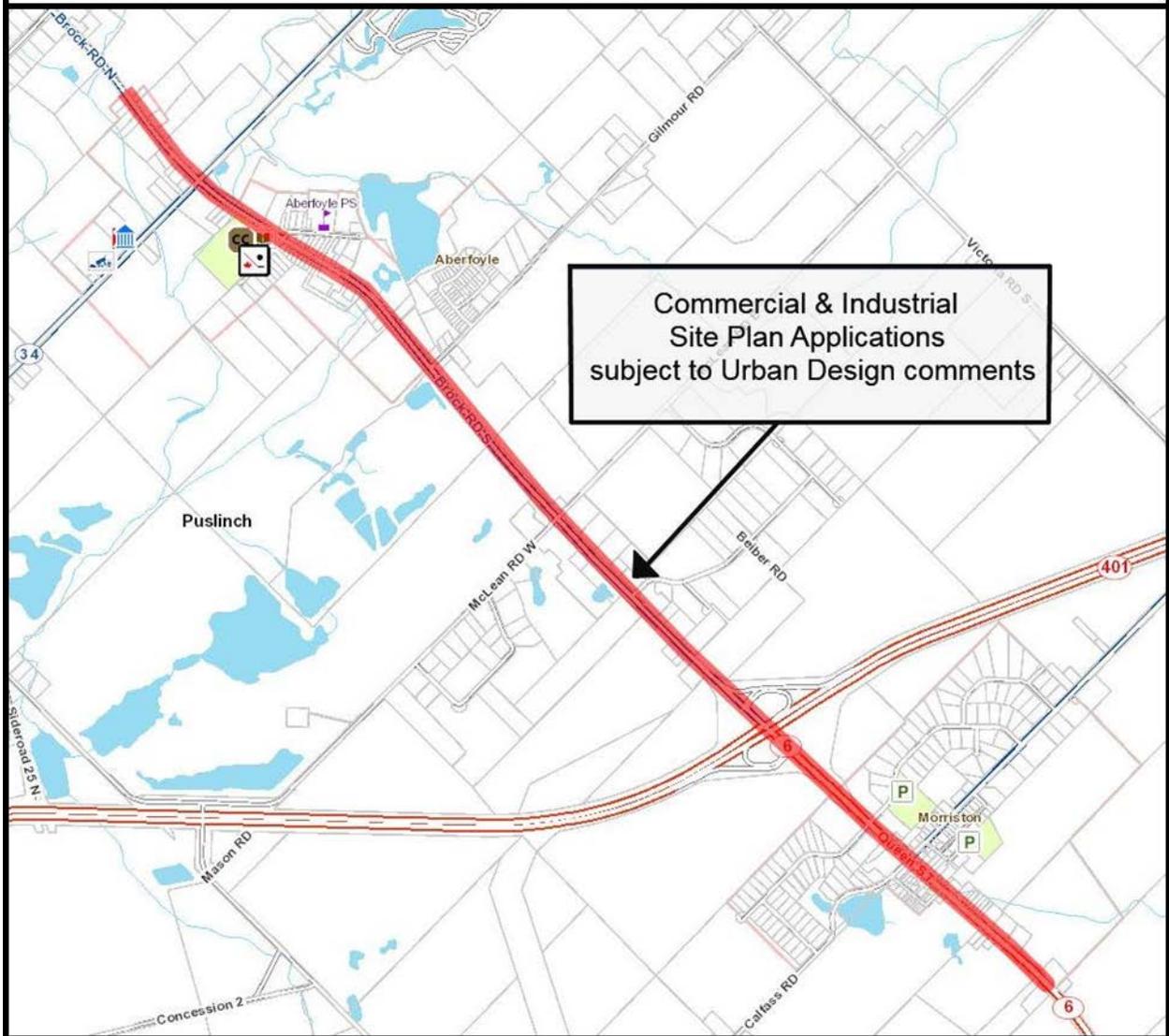
Meeting Date	Number of Council Members in Attendance – Alternate	Number of Council Members Appointed – Alternate	Number of Citizen Appointees in Attendance	Number of Citizen Appointees Appointed	Number of Vacant Positions on Committee
January	0	1	2	3	0
March	1	1	2	3	0
April	0	1	3	3	0
July	1	1	2	3	0
August	0	1	2	3	0
September	0	1	3	3	0
November	0	1	2	3	0

PAC 2014

Meeting Date	Number of Council Members in Attendance	Number of Council Members Appointed	Number of Citizen Appointees in Attendance	Number of Citizen Appointees Appointed	Number of Vacant Positions on Committee
January	2	2	3	5	0
April	1	2	5	5	0
June	1	2	5	5	0
September	1	2	5	5	0
November	1	2	4	5	0
November - Special	1	2	5	5	0

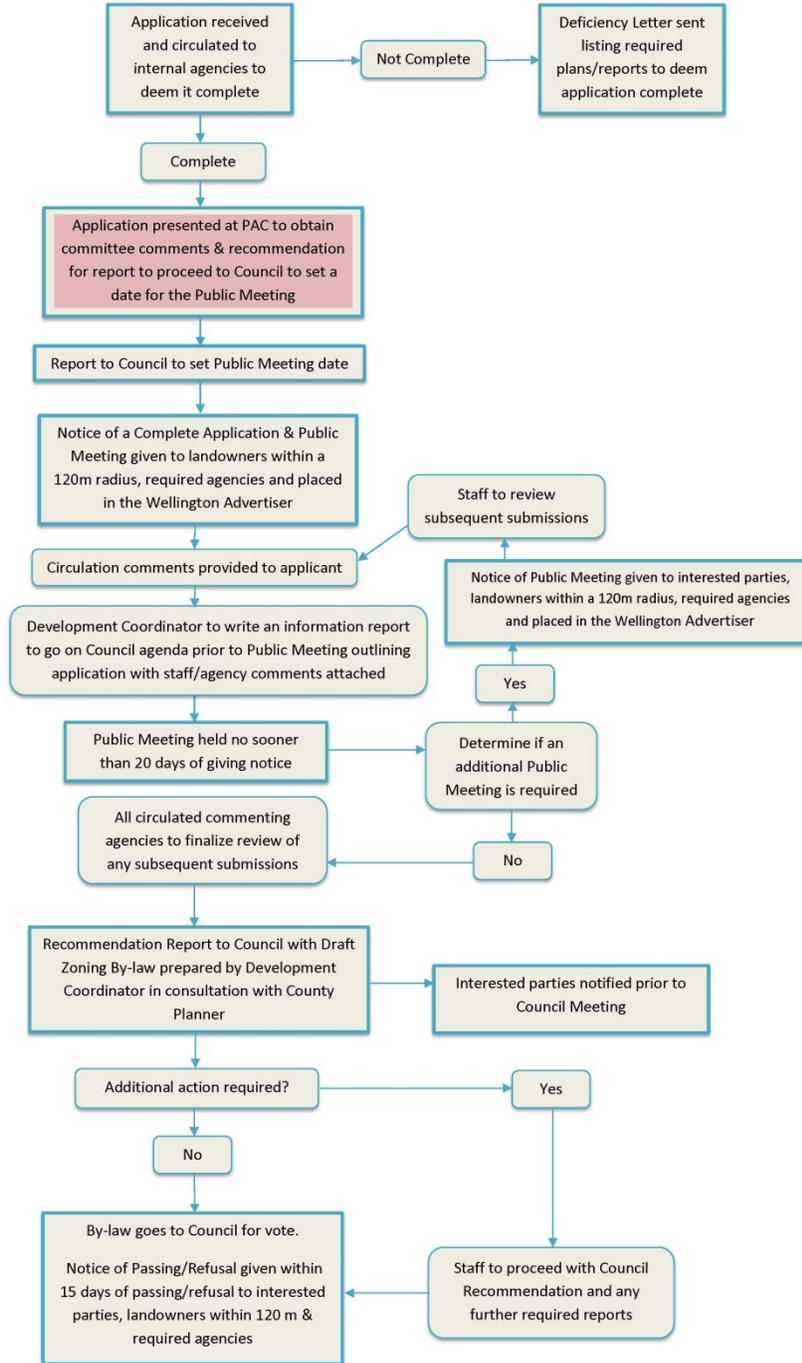
SCHEDULE "D"

Site Plan Applications subject to Urban Design Guidelines



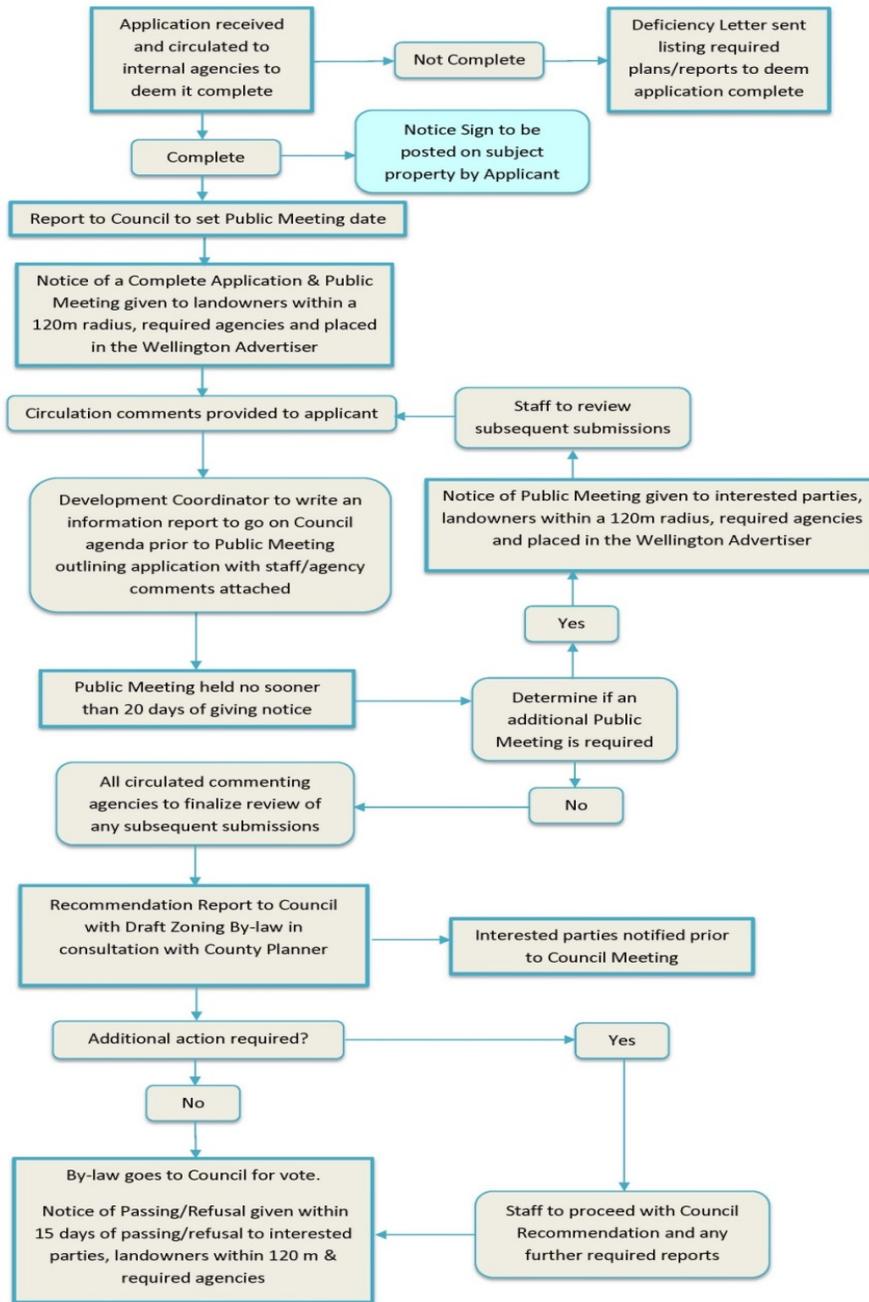
SCHEDULE "E1"

ZONING BY-LAW AMENDMENT PROCESSING FLOWCHART - Current



SCHEDULE "E2"

ZONING BY-LAW AMENDMENT PROCESSING FLOWCHART - Proposed



SCHEDULE "F"

Committees Financial Report - 2014-11

EXPENDITURES

Recreation Committee

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2014 Budget	% Budget Remaining
01-0075-4001	PT Wages	-	423	3,994	4,648	1,076	5,070	21%
01-0075-4101	PT Benefits	-	4	178	46	- 128	50	-256%
	Totals	-	427	4,172	4,693	948	5,120	19%

Heritage Committee

01-0050-4001	PT Wages	-	163	-	1,788	1,950	1,950	100%
01-0050-4101	PT Benefits	-	17	-	183	200	200	100%
01-0050-4200	Office Supplies & Equipment	222	8	251	92	- 151	100	-151%
01-0050-4308	Mileage	-	4	-	46	50	50	100%
01-0050-4315	WSIB	-	1	-	9	10	10	100%
	Totals	222	193	251	2,118	2,059	2,310	89%

Fire Committee

01-0180-4001	PT Wages	-	-	-	-	-	-	0%
01-0180-4101	PT Benefits	-	-	-	-	-	-	0%
	Totals	-	-	-	-	-	-	0.0%

Committee of Adjustment

01-0090-4001	PT Wages	-	266	-	2,924	3,190	3,190	100%
01-0090-4101	PT Benefits	-	4	74	46	- 24	50	-48%
	Totals	-	270	74	2,970	3,166	3,240	98%

Planning Advisory Committee

01-0060-4001	PT Wages	-	423	-	4,648	5,070	5,070	100%
01-0060-4101	PT Benefits	-	4	96	46	- 46	50	-92%
	Totals	-	427	96	4,693	5,024	5,120	98%

Audit Committee

01-0170-4001	PT Wages	-	14	169	156	1	170	1%
01-0170-4101	PT Benefits	-	4	4	46	46	50	91%
	Totals	-	18	173	202	47	220	21%