

**The Municipality of Port Hope
Committee of Council
2019 Budget Submission**

Committee: Committee of Adjustment
Committee Chair: Anita Blackwood
Department/Staff Representative: Melissa Moher

Please note: additional lines can be inserted. Please enter values as a positive number.

BACKGROUND INFORMATION

Statement of Committee's Goals/Objectives:

The Committee of Adjustment is a quasi-judicial body that hears applications and makes decisions on Minor Variances, alterations to legal non-conforming uses and Consents, Lot Additions as well as Consents for Leases, Rights-of-Way or Easements which extend beyond 21 years and applications to Partially Mortgage or Partially Discharge a Mortgage on a parcel of land in accordance with provisions set out in the Planning Act, Municipality of Port Hope Official Plan and/or Zoning By-law and other Provincial policies.

What does the Committee want to accomplish in the upcoming year? (Note: how will this impact the Budget)

The Committee of Adjustment is a quasi-judicial body and the powers of the Committee of Adjustment are set out in Section 45 of the Planning Act, together with any supplementary powers contained in the Planning Act, or any amendments thereto. The power to give Consents under Section 53 of the Planning Act, or any amendments thereto, is provided and only so long as the authority to give such Consents is delegated to the Council for the Municipality of Port Hope. The Committee of Adjustment shall function in accordance with the relevant provisions of the Planning Act, or any amendments thereto, making decisions to provide fair, consistent, unbiased decisions in a transparent and accountable manner, while providing an opportunity for public input. Continued professional development of Committee Members in conjunction with attendance of Committee Members at the Ontario Association of Committees of Adjustment and Consent Authorities annual conference and/or annual fall seminar.

Additional information:

Each Application to the Committee of Adjustment is assessed accordingly and decisions are based on good planning decisions.

**Municipality of Port Hope
Committee of Adjustment
Statement of Operations
Projection for 2018, 2019 Budget Request**

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	2017 Actual	2018 Approved Budget	2018 Year To Date	2019 Budget	Notes
Expenses					
Office Supplies	\$ 382	\$ 1,400	\$ 80	\$ 500	
Memberships	\$ 120	\$ 120	\$ 130	\$ 130	Annual secretary-treasurer membership for OACA
Mileage	\$ 98	\$ 500	\$ 474	\$ 500	To attend conferences, seminars and any other meetings.
Training/Conferences	\$ 785	\$ 2,100	\$ 1,503	\$ 2,500	Annual OACA conference and seminars for the secretary-treasurer and two (2) members of the committee
Honorarium	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$1200 each, paid in November
Part-Time	\$ -	\$ -	\$ -	\$ -	N/A
Benefits	\$ 300	\$ 300	\$ 41	\$ 300	Employer benefit, ie. WSIB
Total Gross Expenditures:					
	\$ 7,685	\$ 10,420	\$ 2,228	\$ 9,930	
Revenues					
Comm of Adj Fees	\$ 29,075	\$ 23,200	\$ 4,900	\$ 12,200	As of September, 7 applications processed
Fees transfer to W&E and Planning	\$ (8,100)	\$ (12,750)	\$ (3,294)	\$ (6,800)	\$250 transferred to W&E and \$600 transferred to planning per application
Total Revenue:					
	\$ 20,975	\$ 10,450	\$ 1,606	\$ 5,400	
Total:					
	\$ 13,290	\$ 30	\$ (622)	\$ (4,530)	

Comments:

2019 Estimate of Applications (8): Consents (2) @2500, Lot Additions/Easements (2) @1200, Minor Variance (4) @1200.