



COMMITTEE MINUTES

COMMITTEE OF ADJUSTMENT & APPEALS

January 17, 2023 @ 6:00 p.m.

KINGSVILLE ARENA COMPLEX

1741 Jasperson Drive

2nd Floor, Room C

A. CALL TO ORDER

George Robinson called the Meeting to order at 6:06 p.m. with the following persons in attendance:

MEMBERS OF COMMITTEE OF ADJUSTMENT:

Councillor Thomas Neufeld
Sandra Zwiers
Nicole Hackett-Winkels
Gord Queen
Absent: Dorene Lester

MEMBERS OF ADMINISTRATION:

George Robinson, Manager of Planning
Sarah Campbell, Town Planner
Angelina Pannunzio, Recording Secretary

A. NEW BUSINESS

1. Appointment of Chair for the Committee of Adjustment & Appeals

George Robinson, Manager of Planning, relayed to the Committee that due to this being the first meeting of the new term, the Committee is required to elect a Chair, and called for nomination.

Councillor Thomas Neufeld nominated Gord Queen as Chair.

CA-01-2023

Moved by Sandra Zwiers, seconded by Councillor Thomas Neufeld, that Gord Queen be elected as Chair.

CARRIED

2. Appointment of Vice-Chair for the Committee of Adjustment & Appeals

George Robinson, Manager of Planning, relayed to the Committee that due to this being the first meeting of the new term, the Committee is required to elect a Vice-Chair, and called for nomination.

Councillor Thomas Neufeld nominated Sandra Zwiers as Vice-Chair.

Sandra Zwiers nominated Councillor Thomas Neufeld as Vice-Chair.

Sandra Zwiers declined the nomination as Vice-Chair.

CA-02-2023

Moved by Sandra Zwiers, seconded by Nicole Hackett-Winkles, that Councillor Thomas Neufeld be elected as Vice-Chair.

CARRIED

3. Review the Local Boards and Committees Terms of Reference, 2023

George Robinson, Manager of Planning, summarized the Local Boards and Committees Terms of Reference, 2023, which outlines the types of boards and committees, the procedures surrounding appointments of members and staff, and the general process of meetings. Mr. Robinson requested the Committee review and become familiar with the document, which was approved by Council January 9, 2023.

4. Review the *Planning Act* with new Members of Committee

George Robinson, Manager of Planning, briefed the sections of the *Planning Act* that are relevant to the Committee and outlined their roles in the application process.

5. Discuss and Confirm Tentative Meeting Schedule for Committee of Adjustment & Appeals

George Robinson, Manager of Planning, noted that during the first meeting of a new term, the newly appointed Committee must establish a regular meeting schedule by motion. Mr. Robinson suggested that, to conform to past scheduling, meetings shall occur on the third Tuesday of each month, wherever possible. Mr. Robinson noted that in February 2023, a Committee of the Whole meeting has been scheduled on the third Tuesday, and offered February 14th as an alternative.

CA-03-2023

Moved by Councillor Thomas Neufeld, seconded by Nicole Hackett-Winkles, that the Committee conduct meetings on the third Tuesday of each month, with the exception of February, which will be held on February 14th, 2023.

CARRIED

B. NEXT MEETING DATE

The next meeting of the Committee of Adjustment & Appeals will be February 14th, 2023.

C. ADJOURNMENT

CA-04-2023

Moved by Sandra Zwiers, seconded by Councillor Thomas Neufeld, to adjourn this meeting at 6:33 p.m.

CARRIED

CHAIR, Gord Queen

**SECRETARY TREASURER,
George Robinson**