



## **City of Guelph Committee of Adjustment Administrative Policies**

Whereas the Committee of Adjustment for the City of Guelph passed the following policies with respect to the administration of the Committee of Adjustment.

### **POLICIES**

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| 1.1<br>NOV. 27/01  | That it is the policy of the Guelph Committee of Adjustment that any request for refund of application fees be submitted to the Secretary-Treasurer in writing, for forwarding to the Committee of Adjustment for decision.   |
| 1.2<br>NOV. 27/01  | That generally, unless advised otherwise by the Committee, the plan containing the information for minor variance or permission can be a plan, drawn to scale with the prescribed information as established in the Planning Act Regulations.   |
| 1.3<br>NOV. 27/01  | That it be the policy of the Committee of Adjustment that a Severance Sketch prepared by an Ontario Land Surveyor, be submitted for all consent applications, effective June 1, 2002.   |
| 1.4<br>Passed by<br>Guelph City<br>Council by By-<br>law (2001)-<br>16528) | That the Mayor and Clerk be authorized to execute all agreements required as a condition of Committee of Adjustment decisions under Sections 41, 45, 51 and 53 of the Planning Act on behalf of The Corporation of the City of Guelph.  |
| 1.5<br>Oct. 19, 1981   | That it is the policy of the Guelph Committee of Adjustment with respect to applications deferred sine die that the application will be considered to be withdrawn after twelve months from the deferral, if not re-submitted for decision.   |
| 1.6<br>Oct. 14, 1986   | That in the future, the word "approximate" not be used in the decisions of the Committee of Adjustment and that the exact measurements be specified on all applications.  |
| 1.7<br>Jan. 30, 1996   | <p>That the following condition be included for all Committee of Adjustment applications where agreements must be entered into and registered on title as a result of the approval:</p> <p>"That all required fees and charges in respect of the registration of all documents required in respect of this approval be paid, prior to endorsement of the deed and/or prior to issuance of a building permit."</p> |

- 1.8  
Nov. 10, 1987 That a deposited reference plan be required to be submitted with the documents for endorsement of the deeds, for consents.
- 1.9  
May 14, 1991 That when approval is granted for a consent, that the following condition always be included:
- “That the Secretary-Treasurer of the Committee of Adjustment be provided with a written undertaking from the applicant's solicitor, prior to endorsement of the deed, that he/she will provide a copy of the registered deed within two years, or prior to the issuance of a building permit (if applicable), whichever occurs first.”
- 1.10  
Feb. 10, 1987 That the Secretary-Treasurer be authorized to endorse deeds for consent applications in instances where the dimensions of the severed parcel does not exactly reflect the Committee of Adjustment's decision, provided that in the opinion of the Secretary-Treasurer such variation is minor in nature, follows the intent of the Committee's decision and complies with all regulations of the Zoning By-law. In cases where this discretionary power is used, the Secretary-Treasurer is to inform the Committee of Adjustment of the details of the authorization.
- 1.11  
July 11, 1989 That whenever a consent has been granted by the Guelph Committee of Adjustment and the applicant appears before the Secretary-Treasurer with the related survey to have the deeds endorsed, and the survey indicates either that a minor variance application will be necessary or that a greater relief from what was originally granted through the decision of the Committee of Adjustment on a minor variance application is necessary, than the deeds shall not be endorsed by the Secretary-Treasurer until a minor variance application has been filed and approved by the Committee of Adjustment and the relevant appeal period has expired. This policy will be placed on all application forms for consent.
- 1.12  
Nov. 27/01 The Secretary-Treasurer shall, unless otherwise advised by the Committee, determine when the conditions on minor variance/permission decision application have been fulfilled.
- 1.13  
April 11, 1995 That where the Committee of Adjustment wishes to approve a variance for an existing building or structure constructed without a permit, if applicable, the Committee shall direct staff to recommend a condition of approval requiring that the applicant/owner apply for a building permit within 60 days of the decision.

1.14 THAT should any Committee member wish to request further information regarding an application; the request shall be made through the Secretary-Treasurer or the Assistant Secretary-Treasurer. Further the request must be made so as to provide enough time to gather the information requested. The information will then be attached to the comments that are provided prior to the hearing or will be distributed at the Committee meeting, ensuring all Committee members have all the information.

June 24, 2003

1.15 That it is the policy endorsed by the Committee of Adjustment on October 14, 2003 be rescinded and replaced with the following policy approved on March 8, 2005.

Oct. 14, 2003  
rescinded

Mar. 8, 2005 WHEREAS City Council passed a tariff of fees by-law which includes a deferral fee which is intended to cover the cost of additional circulation, notification and hearing when applications are deferred by the Committee of Adjustment;

AND WHEREAS the Committee of Adjustment may reduce or waive the deferral fee where the Committee is satisfied it would be unreasonable to require payment in accordance with the by-law;

BE IT THEREFORE RESOLVED that a deferral fee will be automatically imposed for applications which are deferred by the Committee; and

THAT the Committee of Adjustment may consider a request in writing to reduce or waive the deferral fee if the Committee is satisfied it would be unreasonable to require payment in accordance with the tariff.

This policy shall come into effect on May 2, 2005.

# **Committee of Adjustment**

## **Administrative Policies**

### **SCHEDULE 'A'**

Excerpt from By-law (2004) – 17330  
A By-law respecting Planning Application Fees as of February 1, 2007  
authorized under Section 69.1 of the Planning Act  
Fees Updated Yearly in Accordance with Council Resolution

<b>Service</b>	<b>Fee</b>
<b>Consents</b>	
Application Fee	\$1,200.00
Administration Fee (New Lots) Payable prior to deed endorsation	\$527.00
Administration Fee (All Other Consents) Payable prior to deed endorsation	\$226.00
Validation of Title/Power of Sale	\$1,200.00
Request for Change of Condition	\$672.00
<b>Minor Variances</b>	
Single or Semi-Detached	\$450.00
On-Street Townhouse Unit	\$450.00
Other Uses	\$705.00
Special Meeting	\$972.00 + application fee
Deferral Fee	\$226.00

**Committee of Adjustment**  
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**SCHEDULE 'B'**

**HONORARIUM PAYMENTS**

approved by Guelph City Council  
on February 11, 2002

	Honorarium Paid (per meeting attended)
Chair	\$80.00
Member	\$65.00