



Process Summary - Minor Variance Application:

The Committee of Adjustment of the Town of Parry Sound is empowered under the Planning Act to grant Minor Variances. Simply put, a Minor Variance is a “permission” given to reduce or increase as the case may be, a Zoning By-law requirement. By way of example, if a Zoning By-law requires that a dwelling in a particular zone must maintain a rear yard of 10.5 metres, a Minor Variance if granted, may reduce this distance. Variances can be granted for a wide variety of Zoning By-law requirements. An application before the Committee can only be granted if the following four tests can be satisfied:

- The proposed variance is in keeping with the general purpose and intent of the Official Plan;
- The proposed variance is in keeping with the general purpose and intent of the Zoning By-law;
- The proposed variance is appropriate and desirable for the area;
- The proposed variance is minor.

Professional Planning staff provides advice to the Committee as to the satisfaction of these tests for all applications submitted.

The powers of the Committee and the process of dealing with an application are identified under the Planning Act of Ontario. In Parry Sound, Committee meetings are normally held every second Wednesday of a month where applications are pending and where a quorum of the members can be present. Notice of an application for a Minor Variance must be circulated to all property owners within 60 metres of the subject property as well as other public bodies at least 10 days prior to the meeting of the Committee. Anyone can attend the Committee meeting and comment or submit written

comments for the Committee's consideration. Upon consideration of the application, the Committee can grant the Minor Variance; grant the Minor Variance with conditions; adjourn the hearing or reserve its decision. Any decision of the Committee must be circulated by the Secretary Treasurer within 10 days of the meeting to the Minister of Municipal Affairs and Housing, the applicant and to any person who appeared at the meeting and asked in writing to be provided notice of the decision. Within this period, the decision may be appealed to the Ontario Municipal Board by the submission of a notice of appeal and the required fee. If appealed, a decision of the Committee does not come into force and effect unless and until the appeal is denied by the Ontario Municipal Board. If not appealed, the decision comes into force and effect 20 days after it is made.

In the consideration of an application for a Minor Variance the Committee must ensure that the amendment is "consistent with" the Provincial Policy Statement. In addition, the amendment must also represent "good planning" for the municipality.

For clarification of the process described above, please consult the Planning Act. For further information on the Committee of Adjustment of the Town of Parry Sound please contact the Secretary Treasurer of the Committee at the Town of Parry Sound.