

**Committee of Adjustment****Minutes**

**Meeting #:** CofA 2023 Orientation 1  
**Date:** Thursday, February 2, 2023  
**Time:** 4:00 pm  
**Location:** Meridian Community Centre - Accursi B  
100 Meridian Way  
Fonthill, ON  
L0S 1E6

**Members Present** Brenda Stan  
Colin McCann  
Don Rodbard  
Isaiah Banach  
John Cappa

**Staff Present** Holly Willford  
Sarah Leach  
Andrew Edwards  
Derek Young  
Barb Wiens  
Jennie Hyun-ji Song

**1. Attendance**

Staff and Committee of Adjustment Members were in attendance for the 2022-2026 orientation session.

**2. Welcome, Introduction of Committee and Staff**

Ms. Sarah Leach, Assistant Secretary Treasurer welcomed the Committee of Adjustment Members to orientation and short introductions were made by each Staff and Committee Member.

**2.1 Land Recognition Statement**

Ms. Leach recited the land acknowledgement Statement.

### **3. Committee of Adjustment Orientation - Staff Presentations**

#### **3.1 Clerk's Department**

Ms. Leach provided a presentation outlining the role of the Clerk's department within the Committee of Adjustment process. A copy of the presentation is available through the Clerk and the published agenda.

Ms. Leach answered various questions posed by Committee Members.

#### **3.2 Planning and Development Department and Building Division**

Ms. Barb Wiens, Director of Community Planning and Development provided a presentation outlining the role of the Community Planning and Development department and Building Division within the Committee of Adjustment process. A copy of the presentation is available through the Clerk and the published agenda.

Ms. Wiens answered various questions posed by Committee Members.

#### **3.3 Public Work Department/ Engineering Division**

Mr. Derek Young, Manager of Engineering provided a presentation outlining the role of the Public Work's department within the Committee of Adjustment process. A copy of the presentation is available through the Clerk and the published agenda.

Mr. Young answered various questions posed by Committee Members.

### **4. Election of Chair & Vice Chair Positions: Period of February, 2023 to November, 2026 or until successors are appointed**

Isaiah Banach accepted the nomination of Chair. The Assistant Secretary-Treasurer announced Isaiah Banach acclaimed to the position of Chair.

**Moved By** Colin McCann

**Seconded By** Don Rodbard

**THAT Isaiah Banach be appointed as Chair of the Committee of Adjustment.**

**Carried**

John Cappa accepted the nomination of Vice-Chair. The Assistant Secretary-Treasurer announced John Cappa acclaimed to the position of Vice-Chair.

**Moved By** Isaiah Banach  
**Seconded By** Don Rodbard

**THAT John Cappa be appointed as Vice-Chair of Committee of Adjustment.**

**Carried**

- 5. Resolution required under the Planning Act to appoint Secretary-Treasurer and Assistant Secretary-Treasurer**

**Moved By** Colin McCann  
**Seconded By** John Cappa

**THAT Sarah Leach be appointed as the Secretary-Treasurer for the 2022-2026 Committee of Adjustment;**

**AND THAT Holly Willford be appointed as the Assistant / Acting Secretary-Treasurer for the 2022-2026 Committee of Adjustment.**

**Carried**

- 6. Adjournment**

**Moved By** Isaiah Banach  
**Seconded By** Don Rodbard

**THAT the Orientation Session of the Committee of Adjustment be adjourned.**

**Carried**

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Isaiah Banach, Chair

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Holly Willford, Secretary-Treasurer