



**The Corporation of the Municipality of Mississippi Mills
Committee of Adjustment and Property Standards Meeting
MINUTES**

**February 13, 2023
6:00 p.m.
E-participation**

Committee Present: Connie Bielby
Patricia McCann-MacMillan
Stacey Blair

Committee Absent: Norm Allen
Deputy Mayor Minnille

Staff Present: Melanie Knight, Senior Planner
Jeffrey Ren, Planner
Jennifer Russell, Building Clerk

A. CALL TO ORDER

Jeffrey Ren, Planner, called the meeting to order at 6:17 pm.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF**

None.

C. APPROVAL OF AGENDA

THAT the agenda be approved as presented.

D. APPROVAL OF MINUTES

None

E. REPORTS

None

F. OTHER / NEW BUSINESS

F.1 Meeting Procedures & Role of Committee Chair

The Clerk, Jeanne Harfield, provided a summary of the role of Chair and procedures of committee.

F.2 Election of Chair

Chair Election will be deferred to the next regular meeting.

F.3 Committee Orientation

Jeffrey Ren, Planner for Mississippi Mills, provided a summary of the Committee of Adjustment, Minor Variances, "four tests", permissions, composition of the committee, responsibilities, meetings, public participation, application process, and timeline.

F.4 Committee Terms of Reference

Melanie Knight, Senior Planner for Mississippi Mills, provided an overview of the Committee of Adjustment Terms of Reference. The Terms of Reference will be updated shortly and will be included in a future Committee of Adjustment meeting.

F.5 Committee Code of Conduct

The Clerk, Jeanne Harfield, provided a summary of the Code of Conduct for Council and Committee members, and provided possible future updates to the Code of Conduct.

G. MEETING ANNOUNCEMENTS

The next Committee of Adjustment meeting is scheduled for Monday February 27, 2023 at 6:00 pm.

H. ADJOURNMENT

The meeting adjourned at 7:00 pm.

Jennifer Russell, Recording
Secretary