



**CITY OF ORILLIA  
COMMITTEE OF ADJUSTMENT MINUTES**

HEARING MINUTES  
COMMITTEE OF ADJUSTMENT  
HEARING OF  
FEBRUARY 22, 2023

The February hearing of the City of Orillia Committee of Adjustment was held on February 22, 2023 by virtual meeting with the following in attendance:

Pete Bowen – Committee Member  
Ian Gordon – Committee Member  
Kelly Smith – Committee Member  
Jill Lewis – Senior Planner  
Jeff Duggan – Senior Planner  
Ali Chapple – Senior Planner  
Ann Dankewich – Intermediate Planner  
Nick Skerratt – Intermediate Planner  
Lorrie Jackson – Secretary-Treasurer  
Sue McCormick – Planning Administrator

**1. Introduction by the Secretary-Treasurer**

**2. Opening of Hearing:**

The hearing was called to order at 1:05 p.m.

**3. Appointment of New Chair:**

**008-23**                      **Moved by: Ian Gordon**  
   **Seconded by: Kelly Smith**

*That Pete Bowen be appointed as Chair for the Agenda for February 22, 2023 be approved.*

**Carried**

**4. Approval of Agenda:**

**009-23**                      **Moved by: Kelly Smith**  
   **Seconded by: Ian Gordon**

*That the Agenda for the January 18, 2023, be approved.*

**Carried**

**5. Confirmation of Minutes of the January 18, 2023 Hearing:**

(5.1) Minutes of the Committee of Adjustment Hearing dated January 18, 2023 shall be approved.

**010-23**                      **Moved by: Ian Gordon**  
   **Seconded by: Kelly Smith**

*That the Minutes of January 18, 2023 be approved.*

**Carried**

**6. Notification of Pecuniary Interest:**

None.

**7. Manner in which Notice was provided:**

The Secretary-Treasurer described the Committee of Adjustment procedures for the Hearing.

**8. Training – Mock Applications for Variance, Severance and Boundary Adjustment:**

Committee Members and staff reviewed previously approved applications by a virtual meeting for training on Committee of Adjustment procedures. Staff reviewed the type of applications, planning staff's roles, the policies and processes, Committee's responsibilities, the Procedural By-law and future training.

**9. Approval of Schedule of Meeting Dates:**

**011-23**                      **Moved by: Ian Gordon**  
**Seconded by: Kelly Smith**

*That the Meeting Dates for 2023 be approved.*

**Carried**

**10. Appointment of Secretary- Treasurer:**

**012-23**                      **Moved by: Kelly Smith**  
**Seconded by: Ian Gordon**

That Lorrie Jackson be appointed as Secretary-Treasurer and Sue McCormick be appointed as Alternate Secretary-Treasurer for the term of the Committee of Adjustment.

**Carried**

**11. Correspondence / other business:**

None.

**12. Adjournment:**

**013-23**

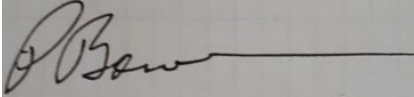
**Moved by: Ian Gordon**

**Seconded by: Kelly Smith**

*We now adjourn at 1:55 p.m.*

**Carried**

The Committee will reconvene at 9:15 a.m. on March 15, 2023.



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Pete Bowen, Chair



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Lorrie Jackson, Secretary-Treasurer