

2025 Meeting Schedule Table (Subject to Change)

Application Deadline	Meeting Date
Friday, December 13, 2024	Tuesday, January 14, 2025
Monday, January 6, 2025	Tuesday, February 4, 2025
Monday, February 3, 2025	Tuesday, March 4, 2025
Monday, March 3, 2025	Tuesday, April 1, 2025
Monday, April 7, 2025	Tuesday, May 6, 2025
Monday, May 5, 2025	Tuesday, June 3, 2025
Monday, June 9, 2025	Tuesday, July 8, 2025
Monday, July 7, 2025	Tuesday, August 5, 2025
Monday, August 11, 2025	Tuesday, September 9, 2025
Monday, September 8, 2025	Tuesday, October 7, 2025
Monday, October 6, 2025	Tuesday, November 4, 2025
Monday, November 3, 2025	Tuesday, December 2, 2025
Wednesday, December 3, 2025	Tuesday, January 13, 2026

Meeting Details

What? The Committee of Adjustment meets to review and consider approval of Consent, Cancellation, Minor Variance and Permission Applications across the Township.

When? A hybrid-style meeting occurring monthly at 9:30 a.m. on Tuesday mornings. The scheduled meeting dates are outlined in the above 2025 Meeting Schedule Table.

- Meetings are livestreamed on the Ramara Youtube Channel: [@TheTownshipofRamara](#)

Where? Attend in-person via the Council Chambers of the Township Administration Building (2297 Highway 12, Brechin, ON), or Attend digitally via the Zoom platform.

Application Process (General)

Application: Submit the complete Application(s) to the Planning Department by the Application Deadline applicable of the 2025 Meeting Schedule Table to be heard at the following Meeting Date.

Sign Posting: *Consent* Application signs to be posted at least 14 Days prior the Meeting Date.
Minor Variance/Permission Application signs to be posted at least 10 Days prior the Meeting Date.

Site Visits: Township staff, and Committee Members may individually conduct site visits to physically review features of the property applicable to the application.

Notice: A Notice of Hearing will be sent to Neighbouring Properties within 60 metres of the applications' lot boundaries, and to applicable Internal and External Reviewers for comment.

Agenda: An agenda outlining new Application details and staff recommendations to the Committee will be published approximately seven days prior the Meeting Date.

Meeting: The Committee will hear Staff recommendations, Applicant/Agent comments (and presentation, if applicable), and any comments from Public Attendees. Committee Members will publicly discuss opinions of the Application and cast votes to approve, defer or deny the Application.

Attendance: The Owner, Applicant and/or Agent is strongly recommended to attend the meeting as to respond to any questions or concerns of the Committee. If Application Representative is present, the Committee could choose to adjourn the Application to another date, or the Committee could make a Decision to approve or deny the Application in the absence of the Owner/Applicant/Agent.

Decision: A Notice of the Committee's Decision will be sent within 10 Days of the Meeting Date.

Appeal Period: *Minor Variance* and *Permission* Applications appeal period is 20 Days from the date of the Committee's Decision. *Consent* Applications appeal period is 20 Days from the date that the Notice of Decision was sent. The *Planning Act* allows the Applicant, the Minister, a Specified Person, or Public Body may file an appeal against the Committee's decision to the Ontario Land Tribunal.

Notice of No Appeal: A Notice of No Appeal will be sent within 10 Days after the appeal period has passed, provided no appeals have been received, finalizing the Committee's Decision. If an appeal(s) is received, a Notice of No Appeal shall not be sent.

Conditions: For *Minor Variance* and *Permission* Applications, the Committee may choose to approve an application conditionally. In this case, the Applicant is required to satisfy any/all conditions within the timeline and specifications of the Committee's Decision.

For *Consent* Applications with Provisional Approval, the Applicant has 2 Years to satisfy any/all conditions imposed within the Committee's Decision. Once conditions are satisfied, the Applicant is provided with a Certificate of Official which deems the Consent final. A Solicitor then has 2 Years to register the Certificate of Official in order for the Consent to remain valid.

Application for Certificate of Cancellation: For lands previously created by Consent where cancellation of the previous Consent is required. The application requires no public notice under the Planning Act, and is heard by the Committee to approve issuance of the Certificate of Cancellation.