

## Schedule 'C'

### To Site Plan Control By-law No. 2026-029

#### Development Coordinating Committee

##### 1. Purpose/Mandate

- a) The Development Coordinating Committee will primarily function as the decision authority for minor additions or alterations to existing buildings and site plan approvals. Where a minor amendment proposal is received by the Corporation, the Committee shall meet in accordance with Section 2 of Schedule 'C', review the proposal, and decide whether a site plan amendment application is required, or whether the existing approval can be red-lined for the proposed addition or alteration. The Committee's decision shall be recorded and maintained within the associated site plan approval file.
- b) The Development Coordinating Committee may meet to discuss disputes between an appointed officer and the applicant. Where a dispute is referred to the Committee, the Committee shall provide a decision in writing to the applicant. If a resolution between the applicant and the Committee cannot be resolved, the applicant shall be directed to Section 8 of By-law 2026-029.

##### 2. Quorum

Where a meeting of the Committee is required, quorum for the Committee shall comprise of a majority of the members listed in Section 3 of Schedule 'C'. Provide that quorum is met, the absence of a member, or inability of a member to act, does not impair the authority of the Committee.

##### 3. Members of the Development Coordinating Committee:

- County Development Planner, responsible for providing Planning services to the Town of Tillsonburg;
- Town Director of Operations and Development;
- Town Chief Building Official;
- Town Manager of Engineering;
- Development Engineering Technologist