

PROCEDURE FOR A COMMITTEE OF ADJUSTMENT HEARING

This is a hearing to consider applications for minor variances and consents held under the provisions of the Planning Act, 1990.

The owner and/or agent will be given the opportunity, if desired, to briefly explain to the Committee, the basis of their application and to answer any questions that may arise out of the hearing. All persons attending the hearing who wish to support or oppose the application will have the opportunity to speak to the Committee following the presentation by the owner and/or agent.

Persons speaking on an application must state their full name and address for the record. Any materials submitted to the Committee for viewing, will remain the property of the Committee of Adjustment.

It is the responsibility of any individuals who feel they can be affected by the decision of the Committee, to clearly state their point of view and to determine whether their interest is reflected in the decision or whether they should file an appeal.

The Committee may or may not hand down a decision immediately. Any person desiring a copy of the decision must file with the Secretary-Treasurer, at the meeting, a written request for notice of the decision (Green sheet). Please note that you must make a written request in order to be included on the list that is used for the giving of notice of any subsequent appeal to the Ontario Municipal Board.

When a hearing is adjourned and the Committee does not, at the time of adjournment, schedule a date for further hearing, notice of such hearing shall be sent only to those persons who leave their names and addresses in writing with the Secretary-Treasurer and, thereafter, only such persons are entitled to notice of any further hearing.

Written notice of the decision will be mailed not later than 10 days for minor variance and 15 days for consents, to the applicant, their agent and any other person who filed a written request for such notice. An appeal date will be noted on the decision.

If no appeal is received within the prescribed time frame the decision of the Committee becomes final and binding and the Secretary-Treasurer shall notify the applicant.

If a minor variance application requires a building permit, then construction must commence within 2 years of the date of the final decision.

Should the Committee grant approval of a consent application there is a one year lapse period to satisfy all conditions and there are no extensions.

It would be appreciated if all remarks and questions were directed to the Chairperson of the Committee. This will enable the hearing to be conducted in an organized manner.