

Committee of Adjustment - Public Hearing Procedure

Before the hearing

- Town staff review the application; when the application is complete the Applicant is notified and the Committee of Adjustment hearing date is confirmed.
- Posted Notice is required for each application; the Applicant is notified when the Notice is available for pick-up at the Administration Building front service counter.
- Written comments received on the application and a draft agenda are forwarded to the Applicant, the Committee of Adjustment and everyone who requests the comments.

During the hearing

- The Applicant or representative must attend the hearing; if the Applicant or representative does not attend, the application would be adjourned and the Applicant would be required to pay the applicable fee to restart the application.
- Applications are heard in the order of the agenda.
- The Secretary-Treasurer reads the notice of hearing and written comments.
- The Applicant or representative is given the opportunity to explain the application.
- Committee of Adjustment members direct any questions to the Applicant or representative.
- Everyone present in the audience is given an opportunity to speak for or against the application.
- After everyone has spoken the Committee of Adjustment decision is given in public.
- If further information is required the Committee of Adjustment defers their decision.

After the hearing

- Notice of the Committee of Adjustment Decision, including the last day to appeal to the Local Planning Appeal Tribunal, is given to the Applicant and everyone who requests notice.
- If there is no appeal, notice is given to the Applicant that the Decision is final and, if applicable, subject to fulfilment of conditions set out in the Decision
- If an Appeal is filed, notice is given to the Applicant and the Appeal is forwarded to the Local Planning Appeal Tribunal.