

Who is the Committee of Adjustment?

The Committee of Adjustment panel is a quasi-judicial body composed of five members of the public.

Township Council has delegated authority to the Committee of Adjustment to make decisions on minor variances, alterations to legal non-conforming uses and structures, severances, easement and validation certificates. Members are elected for a 4-year term.

When are Hearings Held?

All hearings of the Committee of Adjustment are held on the third Wednesday of each month at 4:00 p.m. unless the Secretary-Treasurer, in consultation with the Chair, cancels or reschedules a hearing.

All Hearings of the Committee of Adjustment are held in the Council Chambers at the Municipal Office Building located at 31940 Highway #3, Wainfleet, Ontario.

How can I find out about upcoming hearings?

Although hearing dates are prescheduled, hearings are only held if applications are received. Hearing dates, and notices of upcoming hearings are posted on the Township website.



For more information

Contact the Township of Wainfleet's
Planning Department

Office Hours:

Monday to Friday 8:30 a.m. – 4:30 p.m.
*closed on Statutory holidays

Address:

31940 Highway #3
P.O. Box 40
Wainfleet, ON
L0S 1V0

Contact Information:

Phone: 905-899-3463
Fax: 905-899-2340
www.wainfleet.ca

This brochure is intended to provide preliminary information only.

Committee of Adjustment



**TOWNSHIP OF
WAINFLEET**

"Wainfleet - find your country side!"

Hearing Process

1. Call to Order

The hearing is called to order by the Chair.

2. Disclosure of Pecuniary Interest

The hearing panel, in accordance with the Municipal Conflict of Interest Act, must disclose any pecuniary interest in a matter to be considered at the hearing.

3. Request for Deferrals or Withdrawals

The Chair asks if there are any requests to defer an application to a later date or a desire to withdraw an application all together.

4. Agenda Reviewed and Applications Called

The Chair or Secretary-Treasurer will provide a brief synopsis of each application in the order as determined by the agenda, for the benefit of the gallery and the Committee.

5. Comment Review and Staff Recommendation

The Planner provides an in-depth review of the application, noting any comments received in favour or against the application. The Planner then offers a recommendation to the Committee.

6. Public and Applicant Comments

The Chair invites applicants and any person who have an interest in the application to come forward to express support or opposition for the application.

7. Question and Answer Period

Committee members may at any time ask questions of the Planner, the Applicant or the public who have spoken out about the application in order to obtain more information to assist with their decision.

8. Applicant Rebuttal

Applicants are provided a chance to respond to any comments from the public in defence of their application.

9. Decision Rendered

After hearing and reading the evidence, the Chair asks each Committee Member for a decision.

10. Notice of Decision

Final decision is provided in writing and signed by all Committee members who voted in favour of the application. This decision is delivered to the applicant and any public body who requested in writing a Notice of Decision.

IMPORTANT: No Decision of the Committee is valid unless it is concurred in by the majority of the members of the Committee that heard the application.

General Rules of Engagement

No Member or person addressing the Committee shall:

- Speak disrespectfully of the Province of Ontario, Regional Municipality of Niagara, Council, or any Member thereof, or any member of the Township's staff;
- Use offensive language against any member of the Committee or any member of the public;
- Speak on any subject other than the subject in debate.
- Anyone wishing to speak to the application must approach the Secretary-Treasurer to be sworn in via oath or affirmation and step to the podium to speak.

