

WHAT TO EXPECT AT THE PUBLIC HEARING

Hearing Procedure (General Outline)

- The Chair will vet the agenda, by time slot, to determine which applications will be contested and which application will not.
- Applications that are not contested will be heard first by the Committee.
- Applications that are contested (i.e. have neighbours present who wish to address the Members) will be held to the end of the time slot.
- If the item you are interested in is held, the Chair will suggest that parties meet outside the hearing room to discuss concerns. Meeting with the applicant is only a suggestion and not a requirement.

Making a Submission to the Committee

- The **applicant/agent** will speak first and will have 5 minutes to make his/her presentation and another 5 minutes to rebut comments made by interested parties.
- **Interested parties** will be invited to speak after the applicant's initial presentation. Each speaker will be given 5 minutes and **one (1) opportunity** to address the Committee, so please focus your comments, as follows:
 - State clearly your name and address.
 - Explain how the variances or consent being requested will impact the enjoyment of your property and neighbourhood (positively or negatively).
 - Review the variance requests keeping in mind the 4 tests that the Committee must apply, which are:
 - Is the variance requested minor;
 - Is the proposal appropriate for the development of the land and/or building;
 - Is the general intent and purpose of the City's Zoning By-law maintained; and
 - Is general intent and purpose of the Official Plan maintained?

What cannot be considered by the Committee

- Aspects of the proposal that do not require variances (ex: If building height is not listed as a requested variance then it is not a matter that the Committee can consider).
 - Noise, pollution, property maintenance, construction and engineering concerns (please contact Toronto Building).
 - Prosecution for Illegal construction. The Committee is required to view these applications as if the construction has not been started or completed.
 - Personal comments about neighbours, agents, applicants.
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- Once the applicant/agent has completed the rebuttal, the **Chair** will bring the matter "into committee" and no further comments will be permitted, unless the Chair or a Committee Member asks a question.
 - The Chair and Members will announce their decision at the hearing and will state conditions of approval, if imposed.
 - The Committee may defer an application BUT only if circumstances warrant such action.
 - If you speak at the hearing or wish to receive a copy of the written Decision, please complete the Decision Request Card (provided in the hearing room) and file it with the Recording Secretary.

Deferrals

- If awarded, only one deferral per application will be permitted. Deferrals are not awarded automatically and requests are considered by the Committee at the public hearing.
- Justification for a deferral must be provided to the Committee.
- You are advised to be prepared to present your proposal, as the Committee may not grant your deferral request.
- Deferrals are awarded for a MAXIMUM OF THREE (3) MONTHS. The applicant is responsible for addressing the terms of the deferral within three (3) months. Failing to follow through with the deferral may result in your file being closed without refund of the application fee. To avoid the closing of your file, please ensure that you maintain regular contact with your C of A Case Manager and provide status reports on your progress during the deferral period. Requests for extensions beyond the three (3) month limit are subject to review.
- The Committee members may impose a deferral fee to cover the cost of sending new Notices when the application is rescheduled. The deferral fee MUST be paid prior to re-scheduling the application.

Standard Conditions

The Committee may indicate that an approval is subject to one of the "standard" conditions listed below:

1. **Urban Forestry** - Prior to the issuance of a demolition and/or building permit, the applicant shall satisfy all matters relating to City and privately owned trees, to the satisfaction of the Supervisor, Urban Forestry, Tree Protection and Plan Review.
2. **Ravine and Natural Feature Protection** - Prior to the issuance of a demolition and/or building permit, the applicant shall satisfy all matters relating to Ravine and Natural Feature Protection By-law, to the satisfaction of the Supervisor, Urban Forestry, Tree Protection and Plan Review.
3. **Heritage Preservation** - Prior to the issuance of a building permit, the owner/applicant shall submit architectural drawings, including plans, elevations and details of exterior work to the satisfaction of the Manager of Heritage Preservation Services.
4. **Consent (Land Severance)**
 - Confirmation of payment of outstanding taxes to the satisfaction of Revenue Services Division, Finance Department
 - Municipal numbers for the subject lots indicated on the applicable Registered Plan of Survey shall be assigned to the satisfaction of Survey and Mapping Services, Technical Services.
 - Two copies of the registered reference plan of survey integrated with the Ontario Coordinate System and listing the Parts and their respective areas, shall be filed with City Surveyor, Survey & Mapping, Technical Services.
 - Three copies of the registered reference plan of survey satisfying the requirements of the City Surveyor shall be filed with the Committee of Adjustment.
 - Within ONE (1) YEAR of the date of the giving of this notice of decision, the applicant shall comply with the above-noted conditions and prepare for electronic submission to the Deputy Secretary-Treasurer, the Certificate of Official, Form 2 and 4, O. Reg. 197/96, referencing either subsection 50(3) or (5) or subsection 53(42) of the *Planning Act*, as it pertains to the conveyed land and/or consent transaction.