

# **The Corporation of the City of Kenora**

## **By-law Number 155 – 2025**

### **A By-law to Establish Terms of Reference and Rules of Order and Procedure for the City of Kenora Committee of Adjustment**

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**Whereas** Section 44 of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes the Council of the Municipality to constitute and appoint a Committee of Adjustment for the Municipality; and

**Whereas** Section 54 of the Planning Act permits the Council to delegate authority to the Committee of Adjustment to grant consents under Section 53 of the Act; and

**Whereas** Section 45 of the Planning Act grants the Committee of Adjustment authority to deal with minor variances and related matters; and

**Whereas** Council of the Corporation of the City of Kenora considers it desirable to establish such a Committee of Adjustment to exercise the powers and perform the duties conferred under the Planning Act; and

**Whereas** the Committee of Adjustment for the City of Kenora is composed of local residents appointed by Council, and acts as an independent, quasi-judicial body making decisions on applications related to minor variances, and consents for land division, and Property Standards; and

**Whereas** Council wishes to separate the Property Standards Appeal Committee duties from the Committee of Adjustment and adopt a new Terms of Reference and Rules of Order to establish the Committee of Adjustment as a distinct entity;

**Now Therefore Be It Resolved That** the Council of the Corporation of the City of Kenora hereby enacts as follows:

1. That the responsibilities, duties and procedures of the Committee of Adjustment shall be established in accordance with Schedule "A" attached hereto and forming part of this by-law.
2. That this By-law shall come into force and take effect upon the date of its passing.
3. That By-law Number 18-2025 be and is hereby repealed.

**By-law Read a First and Second Time this 25<sup>th</sup> day of November, 2025**

**By-law Read a Third and Final Time this 25<sup>th</sup> day of November, 2025**

**The Corporation of the City of Kenora:-**

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**Andrew Poirier, Mayor**

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**Heather Pihulak, City Clerk**

By signing this bylaw on November 25, 2025, Mayor Andrew Poirier will not exercise the power to veto this bylaw.

## **Schedule 'A'**

### **By-law number 155 - 2025**

#### **1.0 Definitions**

**“Chair”** means a Member of the Committee elected as the Chairperson by the Committee Membership appointed under subsection 44(7) of the Planning Act.

**“Committee”** means the Committee of Adjustment.

**“Council”** means the Council of the City of Kenora.

**“Defer”** means to postpone consideration of a matter to a specified future time or meeting. Deferring includes a reason or expectation for the delay, providing clarity on when the item will be addressed next. This procedural step is used to delay discussion in an orderly and transparent manner.

**“Delegation”** means a person or group who is not the applicant or their agent but wishes to address the Committee regarding an application under consideration at a public hearing.

**“Electronic Hearing”** means a hearing in which persons are able to hear one another and is conducted via electronic means including, but not limited to, audio teleconference, video teleconference or telephone and with or without in person attendance.

**“Electronic Meeting”** means a meeting called and held in full or in part via (Hybrid) electronic means including, but not limited to, audio teleconference, video teleconference or telephone and with or without in person attendance.

**“Hearing”** shall mean a hearing in any proceeding for which the Committee of Adjustment is responsible for exercising its statutory power of decision making.

**“Meeting”** means a meeting of the Committee held for the purpose of considering an application or applications filed pursuant to the *Planning Act*, R.S.O. 1990, c. P. 13, as amended.

**“Member”** means a Member of the Committee of Adjustment, appointed by Council.

**“Motion”** means a resolution of the Committee that is under debate by the Committee.

**“Quorum”** as defined under section 44(5) of the Planning Act where a committee is composed of more than three members, three members constitute a quorum.

**“Recorded Vote”** means the recording of the name and vote of every Committee member present on an application at the Hearing.

**“Secretary-Treasurer”** means an employee of the City of Kenora and/or their designate, responsible for administering the operations of the committee, including preparing agendas and minutes, managing records, providing procedural advice, and overseeing financial matters in accordance with Section 448 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended.

**“Table”** means to temporarily set aside a matter without specifying when it will be taken up again. Tabling suspends consideration immediately, often to handle more urgent business, and requires a separate motion to "take from the table" to resume discussion. Tabling is not intended to kill or permanently postpone a matter.

**“Vice Chair”** means a Member of the Committee elected by Committee Members to act from time to time in the place of the Chair when the Chair is absent in accordance with Section 447 of the Planning Act.

## **2.0 Role of the Committee of Adjustment**

**2.1** The Committee of Adjustment is a quasi-judicial body, operating independently from Council, established under the *Planning Act*, R.S.O. 1990, as amended, c. P. 13, to make decisions on minor variances, enlargements to legal non-conforming uses, consents and validation of title, as authorized under the Act.

## **3.0 General Provisions**

**3.1** The procedures contained in this by-law shall be observed in all Meetings and shall be the procedures for the order and dispatch of business conducted by the Committee of Adjustment.

**3.2** Proceedings of the Committee of Adjustment not specifically governed by the provisions of this by-law shall be regulated in accordance with the Rules of Order and Procedures for the Council of the City of Kenora, to the extent of any operational conflict with procedural requirements of the *Planning Act*, R.S.O. 1990, c.P.13 or the *Statutory Powers and Procedures Act*, R.S.O., 1990, c.S.22, as amended, which always prevail.

## **4.0 Calling of Committee of Adjustment Meetings**

**4.1** All meetings of the Committee of Adjustment shall be called by the Secretary-Treasurer and notice of any hearing shall be given by mail and the posting of a notice sign, or in a manner that the Committee of Adjustment deems appropriate in accordance with the *Planning Act*, R.S.O. 1990, c.P.13, as amended, and any applicable regulations.

**4.2** Meeting dates shall be posted on the City of Kenora website.

**4.3** The published agenda shall be considered as adequate public notice and deemed to have been given by its being posted on the website ([www.kenora.ca](http://www.kenora.ca)) and available for public review no later than 4:00 p.m. on the applicable business day preceding the regularly scheduled meeting.

## **5.0 Quorum**

**5.1** If no quorum is present fifteen (15) minutes after the time appointed for the Meeting to commence, the Secretary-Treasurer shall record the names of the Members present and the Meeting will stand adjourned until the next appointed time.

**5.2** If, during the course of a meeting, Quorum is lost, then the Chair may declare that the Meeting stands adjourned, to reconvene at such time and place as the Chair shall then determine, or cancel the balance of the meeting if, in their opinion, it is not essential to deal with the balance of the agenda before the next regular meeting.

**5.3** A vacancy in the membership or the inability of a member to act due to a declared conflict of interest does not impair the powers of the Committee of Adjustment or of the remaining members.

## **6.0 Conflict of Interest**

**6.1** Members of the Committee are expected to render decisions impartially and free from bias.

**6.2** If a Member has any pecuniary interest, direct or indirect, in any matter in which the Committee is concerned, and if that Member is present at a Meeting at which the matter is the subject of consideration, the Member shall disclose the pecuniary interest and shall not take part in the consideration or the discussion of the matter nor vote on any Motion in regard to the matter, per the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50, as amended.

**6.3** Every Member disclosing a pecuniary interest at a Meeting shall complete and file with the Secretary-Treasurer a written Statement of Disclosure in the prescribed form setting out the interest and its general nature. All disclosures shall be noted in the meeting minutes and a registry for Statements of Disclosure will be made available for public access.

**6.4** If a Member is not present at a Meeting and has any pecuniary interest in any matter which is the subject of consideration at that Meeting, the Member shall disclose the interest at the next Meeting in attendance.

**6.5** Members of the Committee of Adjustment are expected to adhere to the City of Kenora Policy CC-14-2, Boards and Committees Code of Conduct. This policy outlines the ethical standards, responsibilities, and behavior expected from members, including obligations to act with integrity, avoid conflicts of interest, maintain confidentiality, conduct themselves professionally, and uphold public confidence in the Committee's processes. Members shall be trained within the provisions of Policy CC-14-2 and commit to its principles throughout their term of appointment.

## **7.0 Meetings**

**7.1** Regular meetings of the Committee of Adjustment shall be held on a set schedule with a fixed start time to be determined by the Committee of Adjustment at its inaugural meeting which schedule will be provided to the Secretary Treasurer immediately following the inaugural meeting.

- a. Advance notice of every regularly scheduled Meeting shall be provided to each Member no later than the Friday prior to the Meeting. The notice shall include the agenda and all supporting documentation, whether in hard copy or electronic format. This shall be deemed adequate notice for all regularly scheduled Meetings.
- b. All Meetings shall be open to the public and no person shall be excluded from a hearing except for those involved in improper conduct. All Committee of Adjustment meetings shall be open to the public, except where permitted to be closed under the Municipal Act, 2001. Members of the public may attend and make submissions in accordance with the procedures outlined in the Committee's Terms of Reference and the *Planning Act*.
- c. The minutes shall record the place, date and time of each Meeting, names of Members and staff present, the adoption of minutes of previous Meetings, without note or comment.
- d. The record of each Hearing which takes place during each Meeting shall conform to the requirements of the *Planning Act*, R.S.O. 1990, c.P.13

- e. Where it is determined by Secretary-Treasurer that there are no agenda items for a meeting the Secretary-Treasurer shall cancel the Meeting and notify all Members.

**7.2** Special Meetings of the Committee of Adjustment may be convened as required to consider applications or matters within its jurisdiction, provided that:

- a. The applicant has submitted the appropriate application fee in accordance with the City's fee schedule.
- b. All statutory notice requirements related to the special meeting have been fulfilled to ensure proper public notification and transparency.
- c. If a Special Meeting is for administrative or educational purposes only, public notice shall be given a minimum of twenty-four (24) hours prior to the holding of the meeting. Notice shall be given to Committee Members, appropriate staff, the affected parties, the public, and shall state the specific business to be considered at the special meeting. Notice of the special meeting shall be posted on the Portal at least twenty-four (24) hours preceding the meeting, as well as advertised in the media at the Secretary-Treasurer's discretion as to the appropriate form of media publicity. No other business than that stated in the Notice, and subsequently on the agenda, shall be considered at a special meeting. For purposes of a Special Meeting, the Rules of Order contained herein with respect to confirming previous Minutes, etc. are deemed to be suspended, unless a majority of the members deem otherwise.
- d. Special meetings may be held entirely by electronic means, allowing all members, including the Chair, and attendees to participate virtually. Members participating electronically shall be counted for quorum and voting purposes, provided they can hear and be heard by all other members and the public. Notice of electronic special meetings shall include details on how the public may access and participate remotely.

## **8.0. Electronic Participation**

**8.1** Electronic participation in regular meetings may be permitted provided meeting facilities enable participants and the public to hear and/or watch and hear, each other. The Chair is required to be present in person. If the Chair is participating electronically an alternate Chair will be determined by those present, typically the Vice Chair.

**8.2** A Member of the Committee who is participating electronically in a meeting may be counted in determining whether or not a Quorum of Members is present at any point in time.

**8.3** Members shall advise the Secretary-Treasurer of their intent to participate electronically in advance of the meeting so that appropriate arrangements can be made. Written submissions regarding agenda items will be distributed to Members of the Committee participating electronically by email prior to the Meeting.

**8.4** Members of the public who wish to appear as delegations may request to make a virtual presentation during the meeting. Such requests must be submitted to the Secretary-Treasurer in advance, in accordance with established delegation procedures. Approved virtual delegations will be provided with the necessary electronic access to participate in the meeting remotely.

## **9.0 Duties of Committee Members and Staff**

**9.1** A Chair and Vice-Chair will be elected from within the membership at the first Meeting of the new year. If both the Chair and Vice chair are absent from a meeting, an Acting Chair shall be elected from the Committee Members present.

### **9.2 Duties of the Chair:**

- a. Preside over meetings, ensuring orderly conduct and that all members can participate in discussions before any decision is made.
- b. Confirm quorum is present before proceeding and call meetings to order as needed.
- c. Encourage balanced participation, ensuring no single member dominates the discussion and all viewpoints are considered.
- d. Clearly state matters for decision, guide discussion on applications, summarize consensus, and call for votes after adequate debate.
- e. Maintain decorum by applying procedural rules, addressing points of order, and resolving disputes fairly.
- f. Work with the Secretary-Treasurer to prepare agendas and ensure accurate recording of minutes.
- g. To authenticate, by signature all resolutions adopted by the Committee, and all meeting minutes.
- h. To adjourn the meeting when business is concluded.

### **9.3 Duties of Committee Members**

- a. Review all application materials sent in advance to ensure thorough understanding before meetings.
- b. Visit the site related to each application when necessary for informed decision-making.
- c. Attend all Committee meetings and public hearings, actively listening to applicants, staff, agencies, and the public. Failure to attend two consecutive meetings shall result in Attendance Management as per Policy 9.6.
- d. Make decisions in public meetings regarding variances, consents, and permissions based on the Planning Act, Official Plan, and Zoning By-law.
- e. Contribute knowledge, experience, and expertise to support the fair and effective fulfilment of the Committee's mandate.
- f. Adhere strictly to the Planning Act, Municipal Conflict of Interest Act, and other relevant legislation to maintain integrity and impartiality.
- g. Declare any conflict of interest and abstain from discussion and voting on such matters.
- h. Maintain public confidence by acting professionally, respectfully, and with confidentiality when needed.
- i. Prepare for meetings by reviewing agendas and background information to engage in informed deliberations.
- j. Respect procedural rules and the majority decision of the Committee even if in the minority.

**9.4** The Secretary-Treasurer is not a voting member of the Committee. Duties of the Secretary-Treasurer include:

- a. Fulfilling all statutory requirements and administering the committee's functions under the Planning Act
- b. Prepare agendas and meeting materials in collaboration with the Chair.
- c. Prepare public notice and ensure notice and posting requirements are fulfilled per the Planning Act for applications under consideration.
- d. Record and maintain accurate minutes, decisions, and official records of all Committee meetings and business in compliance with legislation.
- e. Circulate decisions and related documentation to applicants and relevant parties as required by legislation.
- f. Manage procedural compliance during meetings, including quorum verification and supporting the Chair in meeting conduct.
- g. Maintain organizational files and official records of the Committee, ensuring safe and systematic document retention.
- h. Ensure the Committee of Adjustment operates in compliance with relevant legislation, policies, and municipal procedures, facilitating a fair and transparent hearing process.
- i. Serve as a liaison between the Committee, municipal staff, applicants, and the public to coordinate application circulation, notifications, and follow-ups as needed.

**9.5** The Director of Planning and Building Services, or designate, is not a voting member of the Committee. Duties of the Director of Planning and Building Service or assigned designate include:

- a. Provide professional planning advice and technical expertise to the Committee to support informed decision-making on minor variances, consents, and other applications under the Planning Act.
- b. Prepare and present comprehensive planning reports that assess applications against Planning Act criteria, the Official Plan, and Zoning By-laws to guide the Committee's decisions.
- c. Provide motion recommendations for the Committee's consideration.
- d. Coordinate with the Secretary-Treasurer on procedural and administrative matters related to meetings and the processing of applications.
- e. Act as an alternate or back-up to the Secretary-Treasurer as required, supporting the preparation of agendas, minutes, and documentation.
- f. Assist in continuous improvement efforts relating to Committee processes and training and to enhance efficiency and service quality.

**9.6** Attendance Management: After two consecutive absences by any Committee of Adjustment Member at regularly scheduled meetings, the following process shall be followed:

- a. The Chair shall informally contact the absent Member to determine if they plan to attend the next regularly scheduled meeting, noting any reasonable or compassionate circumstances which would prohibit their attendance.
- b. The Committee of Adjustment, by resolution, may waive the attendance requirements of the Committee of Adjustment if reasonable or compassionate circumstances exist. If no reasonable or compassionate response is given, the Chair shall inform the absent



Member that if he is absent from the next regular meeting (the third meeting), the Committee of Adjustment shall declare the seat vacant and recommend by resolution to Council the removal of the Member.

- c. If the Chair is unable to reach the absent Member or if there was no reasonable or compassionate grounds for absences given at the time of preparing the Agenda for the third meeting:
  - i. The Secretary-Treasurer shall include the item "Absentee Member" on the Agenda under the Other Business heading.
  - ii. Upon consideration of the item, the Secretary-Treasurer shall briefly identify the requirements of the Committee of Adjustment Procedural By-law and the name of the absent Member.
  - iii. The Committee of Adjustment shall recommend by resolution to Council the absent Member's seat be declared vacant.
- d. Removal from the Committee of Adjustment shall be made by resolution of Council. Council may, by resolution, based on evidence of absenteeism due to compassionate or reasonable grounds waive the attendance requirements of the Committee of Adjustment Procedural By-law.

## **10.0 Conduct of Members**

### **10.1 No Member of the Committee shall:**

- Use indecent, offensive or insulting language;
- Speak on any subject matter other than the subject in debate; or
- Disturb another Member of the Committee itself by any disorderly conduct.

**10.2** A Member of the Committee shall not disobey the rules of the Committee or a decision of the Chair on points of order or the interpretation of the rules of procedure of the Meeting.

**10.3** A Member of the Committee shall not leave their seat or make any noise or disturbance while a vote is being taken or until the vote is declared.

**10.4** A Member of the Committee shall not interrupt a Member who is speaking, except to raise a point of order or a question of privilege.

**10.5** In the event that a Member of the Committee persists in a breach of the of the rules of this by-law after having been called to order by the Chair, the Chair may put the question "Shall the Member be ordered to leave their seat for the duration of the Meeting?" and such a question is not debatable.

**10.6** If the Committee decides the question set out in 10.5 of this by-law in the affirmative by a majority vote of the Members present, the Chair shall order the Member to leave their seat for the duration of the Meeting.

**10.7** If the Member apologizes, the Chair may permit the Member to resume their seat with the approval of a majority of the Members present.

**10.8** If a member is absent for three consecutive meetings, without notice or cause, the Chair may recommend to the Secretary-Treasurer that the member be removed from the Committee of Adjustment.

## **11.0 Conduct of Meeting Attendees**

**11.8** No Delegate shall:

- Speak without first being recognized by the Chair
- Speak disrespectfully of any person
- Use offensive words or gestures, or make abusive comments,
- Speak on any subject other than the matter currently under consideration by the committee
- Disobey the Rules of Procedure or a decision of the Committee

**11.9** No member of the public, who constitutes the audience at a Meeting shall:

- Address the Committee without permission
- Bring signage, placards or banners into a Meeting
- Engage in any activity or behaviour that would affect the deliberations
- Bring food into the Council Chambers or Meeting unless so authorized
- Allow cellular phones to ring so as to disrupt the proceedings

**11.10** The Chair may expel and exclude any member of the public who creates any disturbance or act improperly during a Meeting of the Committee. If necessary, the Secretary-Treasurer may be called upon to seek the appropriate assistance from police officers for this purpose.

## **12.0 Order of Proceedings and Curfew**

**12.1** The Secretary-Treasurer shall prepare the agenda for all Meetings of the Committee consisting of the following order of business:

- a. Call to order
- b. Roll call
- c. Land Acknowledgement
- d. Disclosures of pecuniary interest
- e. Additions to the agenda
- f. Approval of previous Committee Meeting Minutes
- g. Correspondence
- h. Hearings re: Consents
- i. Hearings re: Minor Variances
- j. Hearings re: Previously Deferred Matters
- k. Other Business
- l. Adjournment

**12.2** Committee of Adjustment Meetings shall adjourn no later than three hours from the start of the meeting time, unless the Committee by majority vote resolves to extend the Meeting due to exceptional circumstances. At least fifteen (15) minutes before adjournment, the Chair shall notify meeting participants of the impending curfew and clarify procedures for deferral of continuance of outstanding items.

### **13.0 Hearings Re: Applications**

**13.1** All Hearings will be conducted in accordance with the *Planning Act*, R.S.O. 1990, c.P.13 and the *Statutory Powers Procedure Act*, R.S.O. 1990, c.S.22, as amended.

**13.2** The Secretary-Treasurer shall announce each application in the order in which it appears on the agenda, or at the Committee's discretion.

**13.3** The Chair shall read the application.

**13.4** The Chair will ask the applicant or agent to speak to the application and provide any additional information. The applicant or their representative shall be provided with a maximum of ten (10) minutes to present the nature of their application. Any submissions beyond the ten (10) minutes shall be at the discretion of the Committee of Adjustment.

**13.5** The Chair will ask the Planning Department representative to explain the purpose of each application, summarize correspondence received pertaining to the application, and present the planning report. The planning report for each application will include a recommended motion for the Committee's consideration.

**13.6** The Chair shall give the applicant or their representative the opportunity to respond to any comments or information presented in the Planning Report. This response shall be limited to five (5) minutes.

**13.7** The Chair shall read aloud any letters received from persons expressing an interest in the application and summarize the nature of the interest being expressed.

**13.8** The Chair will seek any additional input from delegations of the public who are present, whether participating in person or electronically. Delegations shall be permitted to a maximum of five (5) minutes for their presentation. This time limit applies to all delegations, regardless of the method of participation.

**13.9** Following public input, the applicant shall have opportunity to respond to any comments and may propose amendments to the application. The applicant may also request that the item be deferred to allow for revisions or additional information. The Committee shall then decide whether to proceed with the application as presented, accept the proposed amendments, or grant a deferral to facilitate further review.

**13.10** Once the Hearing is closed, no further submissions will be considered by the Committee of Adjustment in reaching its decision on the application.

**13.11** The Committee of Adjustment will then consider the application following the Motion and Voting Procedures outlined in Section 14.0.

**13.12** The business of the Committee of Adjustment shall be considered in the order as it appears on the Agenda, unless otherwise decided by a vote of the majority of the Members present and voting.

## **14.0 Motions and Voting Procedures**

**14.1** A planning report is required for each application, or amended application, and shall include a recommended motion for the Committee's consideration.

**14.2** Motions may be made to approve, deny, defer (with reasons or a clear expectation of timing), or table the matter. The motion should state the disposition clearly.

**14.3** Once the Committee has closed the Hearing the chair will:

- a. Ask the Secretary-Treasurer to read the motion as recommended in the Planning Report.
- b. Ask for a motion to be put forward by Committee Members. No discussion or debate on the subject matter shall take place until a motion has been properly moved and seconded.
- c. Permit discussions on the motion.
- d. Call for a vote by the Committee of Adjustment on the motion.
- e. Announce the decision of the Committee of Adjustment.

**14.4** Members may propose amendments to the main motion. Amendments must:

- Be relevant to the subject matter of the main motion.
- Not negate the main motion directly.
- Be presented in writing upon request by the Chair.
- Only one amendment to an amendment shall be allowed; any further amendments must be made to the original motion.

**14.5** Amendments shall be voted on in reverse order of their submission.

**14.6** Once debate is concluded, the Chair shall call the vote on the motion as amended. No further debate is permitted once the vote has been called.

**14.7** If a motion to approve includes a substantially amended application, the Committee may require that notice of amendments be provided and a new hearing be scheduled to allow for proper public input and transparency before final approval. If the amendments lessen the impacts of concern to the public or are minor in nature, the Committee may proceed to consider the amended application without fresh notice and a further hearing.

**14.8** All votes shall be by show of hand or if a member is attending by electronic means by verbal consent. The manner of determining the decision of the Committee on a Motion shall not be by secret ballot or by any other method of secret voting.

**14.9** Each Member of the Committee shall have one vote. Voting shall be by simple majority of members present, unless otherwise specified. Each member present must vote unless disqualified.

**14.10** A Member may call for a Recorded Vote immediately prior to or immediately following the taking of the vote. When a recorded vote is called, the Recorded Vote shall be taken by the Secretary-Treasurer in alphabetical order, save and except the Chair, who shall vote last. The Secretary-Treasurer shall announce the vote.

**14.11** A motion to table an item shall not be debatable except as to instructions included with the motion and cannot be amended. The matter remains tabled until a motion to lift it from the table is adopted.

**14.12** The result of every vote shall be announced by the Chair and recorded in the minutes. When a Recorded Vote is taken, the names of those who voted for and those who voted against the Motion shall be entered into the minutes of the Committee.

**14.13** In the event of a tie vote, the motion shall be deemed defeated. The Committee has no statutory authority to reconsider an application once a vote has been taken and the result announced. The Committee has completed its work and is functus officio concerning that application.

**14.14** In a vote, the number of Members constituting the Committee shall be determined by excluding the number of Members who are present at the Meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M 50, as amended.

## **15.0 Decisions of the Committee of Adjustment**

**15.1** The decision of the Committee, whether granting or refusing an application, shall be in writing and shall set out the reasons for the decision, contain a brief explanation of the effect that written and oral submissions had on the decision, and shall be signed by the Members who concur with the decision.

**15.2** If the Committee defers the decision, the deferral motion and reasons or conditions for deferral shall be recorded in the minutes, but a comprehensive written decision with member signatures is not required at that time.

**15.3** During a meeting where Members participate by electronic means, an e-mail supporting majority decisions shall serve in place of a Member's signature until such time that the Member can attend and sign to indicate concurrence.

**15.4** A copy of the Committee's decision will be prepared and issued in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended.

## **16.0 Renumeration**

**16.1** In accordance with Section 44(9) of the Planning Act, Committee Members shall be remunerated bi-annually as provided for in Appointment By-law approved by Council.

**Committee of Adjustment**  
**Declaration of a Pecuniary Interest**

(To be completed by the Member and submitted to the Secretary-Treasurer at the same day meeting the pecuniary interest is being declared).

**Date:** \_\_\_\_\_

I, \_\_\_\_\_, am declaring a direct or indirect pecuniary interest as it relates to Agenda Item number \_\_\_\_\_, regarding

\_\_\_\_\_

1. My pecuniary interest is: \_\_\_\_\_ Direct    OR    Indirect \_\_\_\_\_

2. Relates to:

\_\_\_\_\_Myself    |    \_\_\_\_\_My Spouse    |    \_\_\_\_\_My Child    |    \_\_\_\_\_A Parent

3. The nature of my interest is as follows:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date Submitted to Secretary-Treasurer \_\_\_\_\_

\*This declaration will form part of the Registry following the meeting in which it was declared.