



Committee of Adjustment

Rules of Practice and Procedure

(Made under section 25.1 of the *Statutory Powers Procedure Act* and pursuant to section 238 of the *Municipal Act*.)

As amended May 7, 2020

COMMITTEE OF ADJUSTMENT OF THE CITY OF OTTAWA

RULES OF PRACTICE AND PROCEDURE

(Made under section 25.1 of the *Statutory Powers Procedure Act* and pursuant to section 238 of the *Municipal Act*.)

1. RULES OF PROCEDURE ADOPTED/SUSPENDED

- 1.1. The proceedings of the Committee of Adjustment, the conduct of the Members and the calling of meetings and hearings shall be governed by the provisions of the *Statutory Powers Procedure Act*, the *Municipal Act*, and the *Planning Act*, as well as the rules and regulations contained in these Rules of Procedure;
- 1.2. Despite subsection 1.1, the rules and regulations contained in these Rules of Procedure may be suspended by a vote of two-thirds of the Members present and voting.

2. DEFINITIONS

In these Rules of Procedure,

"Agenda" means, with respect to a meeting or hearing, an itemized list of business before the Committee or a Panel thereof for its consideration; (*ordre du jour*)

"Application" means an application to the Committee of Adjustment pursuant to its mandate under the *Planning Act*; (*demande*)

"Chair" means the Chair of the Committee as elected by the Members under Section 44(7) of the *Planning Act*; (*président*)

"Closed hearing" means a hearing or part of a hearing that may be closed to the public and "in camera" has a similar meaning; (*audience à huis clos*)

"Closed meeting" means a meeting or part of a meeting that may be closed to the public and "in camera" has a similar meaning; (*réunion à huis clos*)

"Committee" means the Committee of Adjustment appointed by the Council of the City of Ottawa; (*comité*)

"Electronic hearing" means a hearing held by teleconference, audioconference, videoconference or some other form of electronic technology allowing the Committee, the applicant or their representative, and every other person who desires to be heard in favour or against the application to hear or hear and see one another or their representatives throughout the hearing; (*audience électronique*)

“Hearing” means any oral or electronic public hearing held by a Panel of the Committee pursuant to its jurisdiction under the *Planning Act*; (*audience*)

"Meeting" means any regular, special or other meeting of the Committee, or any of its Panels, other than a hearing, to deal generally with the consideration of applications filed pursuant to the *Planning Act* or any other business of the Committee, and includes an electronic meeting; (*réunion*)

"Member" means a person appointed as a Member of the Committee of Adjustment by Council; (*membre*)

"Minutes" means a written record of the business of any meeting or hearing held in accordance with the provisions of these rules; (*procès verbal*)

“Municipal Act” means the *Municipal Act*, R.S.O. 2001, chapter M.25, as amended; (*Loi sur les municipalités*)

"Municipal Conflict of Interest Act" means the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, as amended; (*Loi sur les conflits d'intérêts municipaux*)

"Municipal Freedom of Information and Protection of Privacy Act" means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O.1990, Chapter M.56, as amended; (*Loi sur l'accès à l'information municipale et la protection de la vie privée*)

“Panel” means a group of Members appointed to sit as part of the Committee of Adjustment and to hear all matters on an agenda of that Panel, (*groupe*)

"Planning Act" means the *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended; (*Loi sur l'aménagement du territoire*)

“Point of Order” means any alleged breach of the rules or irregularity in the proceedings of a hearing or meeting; (*rappel aux règles*)

"Quorum" means:

- i. a minimum of three Members of a Panel required to be present at any hearing or meeting in order for business to be conducted with respect to that Panel, provided that any Member of the Committee shall be entitled to sit as a Member of any Panel to ensure a quorum at a meeting or a hearing; or
- ii. a minimum of eight Members of the Committee required to be present at any meeting of the Committee of the Whole in order for business to be conducted; (*quorum*)

“Secretary-Treasurer” means the Secretary-Treasurer of the Committee appointed under Section 44(8) of the *Planning Act*, or the Deputy Secretary-Treasurer as the case may be; (*secrétaire-trésorier*)

“Statutory Powers Procedure Act” means the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22, as amended; (*Loi sur l’exercice des compétences légales*)

“Vice-Chair” means a Member of a Panel of which the Chair is not part who is elected by the Members of that Panel from time to time to exercise all the powers of the Chair with respect to meetings and hearings of that Panel. (*vice-président*)

PART I DUTIES

3. DUTIES OF THE CHAIR

It shall be the duty of the Chair or a Vice-Chair presiding as Chair at a meeting or hearing of the Committee or any Panel thereof,

- 3.1.** to open the meeting or hearing of the Committee of Adjustment by taking the chair and calling the meeting or hearing to order;
- 3.2.** to announce the business before the Committee of Adjustment and the order in which it is to be acted upon;
- 3.3.** to call for a decision by Committee Members on all matters in the course of the proceedings, and to announce the result, if the decision is not to reserve;
- 3.4.** to enforce the Rules of Procedure;
- 3.5.** to enforce on all occasions the observance of order and decorum among the Members and any person in attendance at a meeting or hearing;
- 3.6.** to permit questions to be asked through the Chair of any person in order to provide information to assist any debate when the Chair deems it proper;
- 3.7.** to provide information to Members of the Committee of Adjustment on any matter touching on the business of the Committee of Adjustment;
- 3.8.** to authenticate by signature all minutes and decisions of the Committee of Adjustment;
- 3.9.** to rule on any points of order raised by Members of the Committee of Adjustment;
- 3.10.** to inform the Members of the Committee of Adjustment of the proper procedure to be followed;
- 3.11.** to represent and support the Committee of Adjustment, declaring its will and implicitly obeying its decisions in all matters;

- 3.12. where it is not possible to maintain order, to adjourn the meeting or hearing to a time to be named by the Chair;
- 3.13. to adjourn the meeting or hearing when the business is concluded; and
- 3.14. If the Chair is absent, to designate a Member to preside until the Chair resumes the chair.

4. DUTIES OF A MEMBER OF THE COMMITTEE

A Member of the Committee shall have the following duties with respect to hearings and meetings:

- 4.1. to deliberate the business submitted to the Committee;
- 4.2. to make a decision;
- 4.3. to respect the Rules of Procedure;
- 4.4. to declare any interest pursuant to the *Municipal Conflict of Interest Act* and to inform the Secretary-Treasurer of his or her intent to declare interest at or before the pre-hearing review of files; and
- 4.5. to advise the Secretary-Treasurer as soon as possible if the Member is unable to attend a meeting or hearing.

5. DUTIES OF THE SECRETARY-TREASURER

5.1. The Secretary-Treasurer shall have the following duties with respect to hearings and meetings:

- 5.1.1. To set and prepare the agendas of the Committee and Panels thereof;
- 5.1.2. To post the agenda outside the meeting or hearing room;
- 5.1.3. To record all decisions and other proceedings of the Committee;
- 5.1.4. to keep the minutes of the Committee;
- 5.1.5. to preserve and file all financial accounts;
- 5.1.6. to keep on file records of all applications and the decisions thereon and of all other official business of the Committee;
- 5.1.7. to make available the recording of a hearing, by appointment only, to anyone who requests to listen to a recording;

- 5.1.8. to process all applications filed in accordance with the *Planning Act*;
 - 5.1.9. to send copies of the decisions of the Committee in accordance with the provisions of the *Planning Act*; and
 - 5.1.10. to process any appeals to the Local Planning Appeal Tribunal.
- 5.2. The duties of the Secretary-Treasurer may be performed by a person or persons designated by the Secretary-Treasurer.

PART II RULES OF CONDUCT AND DEBATE AMONGST MEMBERS

6. PARTICIPATION OF CHAIR IN DEBATE

- 6.1. The Chair may state relevant facts and the Chair's position on any matter before the Committee of Adjustment without leaving the chair

7. CONDUCT OF MEMBERS OF THE COMMITTEE OF ADJUSTMENT

7.1. No Member shall:

- 7.1.1. speak until recognized by the Chair;
- 7.1.2. speak disrespectfully of a fellow Member of the Committee of Adjustment or staff;
- 7.1.3. use offensive words or unparliamentary language;
- 7.1.4. speak on any subject other than the subject under consideration;
- 7.1.5. interrupt a Member who is speaking, except to raise a Point of Order;
- 7.1.6. disturb the other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Meeting;
- 7.1.7. leave the meeting at any time without advising the Chair;
- 7.1.8. disobey the Rules of Procedure or a decision of the Chair or of the Committee of Adjustment on Points of Order or upon the interpretation of the Rules of Procedure.

- 7.2. Where a Member has been called to order by the Chair for failing to observe the provisions of subsection 7.1 and the Member persists in any such conduct, the Chair may forthwith put the question, no amendment, adjournment or debate being

allowed, "that [Name of Member] be ordered to leave their seat for the duration of the meeting or hearing of the Committee of Adjustment", but if the Member apologizes, the Member may, by vote of the Committee of Adjustment, be permitted to retake their seat.

8. POINT OF ORDER

- 8.1. A Member may at any time interrupt the proceedings of the Committee to raise a Point of Order to a perceived violation of the Rules of Procedure.
- 8.2. The Chair shall decide upon the Point of Order and advise the Members of the decision.
- 8.3. Unless a Member appeals the Chair's decision prior to the Committee recommencing the proceedings, the decision of the Chair shall be final.
- 8.4. If the decision of the Chair is appealed, the question "shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.

PART III PRE-MEETING AND PRE-HEARING PROCEDURES

9. AGENDA IN COMMITTEE AND PANELS

9.1 The applications on the agendas of each Panel shall correspond generally to properties within specific geographic areas of the city, as defined by the Committee from time to time, with exceptions where necessary:

- 9.1.1. To balance the agendas of the Panels for administrative purposes;
- 9.1.2. To meet the obligations of the Committee under the *Planning Act*; or
- 9.1.3. For any other reason, at the discretion of the Secretary-Treasurer.

10. DELIVERY OF AGENDA TO MEMBERS

10.1. Not less than two business days in advance of each meeting or hearing of the Committee of Adjustment, the Secretary-Treasurer shall cause the following to be delivered to each Member, where practicable:

- 10.1.1. The agenda; and
- 10.1.2. A copy of any relevant documentation to be considered.

11. PRE-HEARING REVIEW OF FILES

- 11.1.** The Committee Members shall attend at some convenient place prior to the commencement of a hearing to review the contents of the files, including the application, plans, surveys, photographs and all correspondence received, but not to make any decisions thereon.
- 11.2.** The Committee or Panel shall review the agenda and determine those applications that require an in-depth review and those that can be dealt with expeditiously.
- 11.3.** Following the filing of an application by a property owner or representative for the owner, but prior to the hearing where the application will be considered by the Committee, the Members may individually conduct site visits to view the property, without trespassing.
- 11.4.** Prior to the hearing of an application, Members shall not discuss with the applicant or other interested individuals any of the merits of the application or any issue or matter in connection with the application to be decided by the Committee.

PART IV HEARINGS AND MEETINGS OF THE COMMITTEE OF ADJUSTMENT

12. FIRST MEETING

The Committee shall meet as soon as possible after being appointed by Council to elect from amongst themselves the Chair and Vice-Chairs.

13. TIME, DATE AND PLACE OF MEETINGS AND HEARINGS

- 13.1.** The Committee shall meet at such time and date as deemed necessary and appropriate by:
- 13.1.1.** the Chair as necessary to conduct its business; or
 - 13.1.2.** the Secretary-Treasurer on a request from a Member of the Committee.
- 13.2.** The Secretary-Treasurer shall prepare a schedule of hearings on an annual basis.
- 13.3.** The Secretary-Treasurer shall give notice of the meeting or hearing to only those Panel Members of the Committee who will be attending the meeting or hearing.
- 13.4.** The notice to Members of the Committee referred to in subsection 13.3 shall be delivered:
- 13.4.1.** by giving it to individual Members of the Committee personally;

13.4.2. by mailing or e-mailing it to:

- i. the office of the Member of the Committee; or
- ii. any other location designated, in writing, by the Member of the Committee to be the place of delivery for such a notice;

13.4.3. by faxing a copy of it to:

- i. the office of the Member of the Committee; or
- ii. any other location designated, in writing, by the Member of the Committee to be the place of delivery for such a notice; or

13.4.4. by posting notice electronically on a website or using software accessible to and designated for Committee Members.

14. MEETING AND HEARING PROCEDURES

14.1. As soon as there is a quorum after the hour set for the meeting or hearing, the Chair shall call the meeting or hearing to order.

14.2. The Secretary-Treasurer shall record the Members present.

14.3. The Chair shall call for declarations of interest.

14.4. The Chair shall call for the adoption of the minutes of previous hearings or meetings.

14.5. The Chair shall call for requests for adjournment or withdrawal of any matters before the Committee.

14.6. The Committee or Panel shall proceed with an item by item review of the agenda.

14.7. The Chair may determine the order of the items on the agenda to facilitate the meeting or hearing in the most expeditious manner.

14.8. Any Member desiring to speak shall signify their desire to speak in such a manner as the Chair may direct, and upon being recognized by the Chair they shall address the Chair.

14.9. When two or more Members signify a desire to speak, the Chair shall recognize the Member who, in the opinion of the Chair, so signified first and next recognize in order the other Members.

14.10. At the meetings or hearings of the Committee or a Panel thereof, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television

and video cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by Members of the public, including accredited and other representatives of any media whatsoever, shall only be permitted subject to the approval and/or direction of the Chair unless otherwise decided by the Committee or a Panel thereof.

14.11. At the meetings and hearings of the Committee of Adjustment, any device that may disrupt the proceedings shall not be permitted, except with the permission of the Chair.

15. HEARING PROCEDURES

15.1. For each agenda item, the Chair shall ask the applicant or their representative and anyone else who has an interest to come forward and to state their name and address for the record.

15.2. All those making presentations to the Committee shall be provided with a maximum of 5 minutes to present. Any submissions beyond the 5 minutes shall be at the discretion of the Chair.

15.3. Following submissions from members of the public, the Committee shall give the applicant or their representative the opportunity to respond to those submissions, and to any comments received from commenting agencies or interested parties.

15.4. Any other input after the applicant's response shall be at the discretion of the Chair.

15.5. On every application before it, the Committee may vote to grant, refuse or adjourn the application, or reserve its decision.

15.6. No person shall, before or during a hearing of the Committee of Adjustment, place on the desks of Members or otherwise distribute any material whatsoever unless that person is so acting with the approval of the Chair.

15.7. Subject to Section 16, the hearings of the Committee of Adjustment shall be open to the public and no person shall be excluded there from except for improper conduct.

15.8. The Chair may expel or exclude from any hearing any person who has engaged in improper conduct at the hearing.

15.9. If a person refuses to leave the hearing upon being requested to do so by the Chair, the Chair may recess the hearing and may direct the Secretary-Treasurer to seek appropriate assistance.

16. CLOSED MEETINGS AND HEARINGS

- 16.1.** The Committee or a Panel thereof may close a meeting or hearing or part of a meeting or hearing to members of the public if the subject matter to be considered is:
- 16.1.1.** the security of the property of the Committee or a Panel thereof;
 - 16.1.2.** personal matters about an identifiable individual, including staff;
 - 16.1.3.** labour relations or employee negotiations;
 - 16.1.4.** litigation or potential litigation, affecting the Committee or a Panel thereof including matters before administrative tribunals;
 - 16.1.5.** the receiving of advice that is subject to solicitor client privilege, including communications necessary for that purpose;
 - 16.1.6.** a matter in respect of which the Committee or a Panel thereof is authorized by statute to hold a closed meeting; or
 - 16.1.7.** A reserved decision pursuant to the *Planning Act*.
- 16.2.** The Committee or a Panel thereof shall close a meeting or hearing or part of a meeting or hearing to Members of the public where the subject matter to be considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*.
- 16.3.** If a meeting or hearing or part of a meeting or hearing is closed to the public the Chair shall indicate:
- 16.3.1.** the fact of the holding of the closed meeting or hearing; and
 - 16.3.2.** the general nature of the matter to be considered at the closed meeting or hearing.
- 16.4.** Where a meeting or hearing or part of a meeting or hearing is closed to the public, all persons not specifically invited to remain by the Committee of Adjustment shall retire from the meeting or hearing room.
- 16.5.** A decision shall not be taken during a meeting or hearing or part of a meeting or hearing that is closed to the public where to do so would be in contravention of any Act.

17. CHAIR ABSENT

17.1. If the Chair or Vice-Chair cannot attend a meeting or hearing of the Committee or a Panel, the remaining Members shall appoint another Member to act as acting Chair who shall call the meeting or hearing to order and shall preside.

17.2. While presiding at a meeting or hearing, a Chair *pro tem* shall have all of the powers of the Chair and shall be so addressed, and shall be entitled to vote as a Member.

18. NO QUORUM AT START OF MEETING OR HEARING

18.1. If no quorum is present to enable a meeting or hearing to commence one half hour after the time appointed for a meeting or hearing of the Committee of Adjustment, the names of the Members present shall be recorded and the Members shall stand discharged from waiting further.

18.2. If a meeting or hearing does not take place because of the lack of a quorum under subsection 18.1, the Committee of Adjustment shall meet either at the next regularly scheduled meeting or hearing or at such other time and place as the Chair shall announce.

18.3. The Chair shall direct that the Secretary-Treasurer attempt to give notice of any meeting or hearing so rescheduled by telephone or as is otherwise practical within the time available and in accordance with the applicable legislative requirements.

19. UNFINISHED BUSINESS – QUORUM LOST

19.1. If during the course of a meeting or hearing a quorum is lost then the meeting or hearing shall stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as the Chair shall then announce.

19.2. If, in the Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting or hearing, then the Chair shall announce that the unfinished business of the Committee or a Panel will be taken up at its next regularly scheduled meeting or hearing.

19.3. The Chair shall direct that the Secretary-Treasurer attempt to give notice of any meeting or hearing so rescheduled by telephone or as is otherwise practical within the time available and in accordance with the applicable legislative requirements.

20. VOTING

20.1. Any application on which there is a tie vote shall be deemed to be refused.

20.2. Any proposition on which there is a tie vote shall be deemed to be defeated.

20.3. Members dissenting from the decision of the majority shall have their dissent recorded.

20.4. Every Member present at a meeting or hearing of the Committee or of a Panel when a question is put shall vote thereon, unless prohibited by statute or unless the question pertains to the adoption of minutes of a hearing where the Member was not present, and in either case it shall be recorded.

PART V AMENDMENTS, ADJOURNMENTS, DECISIONS AND MINUTES

21. ELECTRONIC HEARINGS AND MEETINGS

21.1 Hearing or Meeting by Teleconference, Audioconference or Videoconference

The Committee may hold an electronic hearing on any application. The Committee may also hold any of its meetings electronically. In addition, the Committee may hold any combination of electronic and oral (in person) hearings or meetings.

21.2 Objection to the Electronic Format An applicant or any other person who desires to be heard in favour or against the application who objects to a hearing being held as an electronic hearing shall notify the Committee of their objection within the time period specified in the notice of the electronic hearing. The objector shall set out the reasons why the electronic hearing is likely to cause the objector significant prejudice and may refer to the matters set out in Rule 21.5.

21.3 Response to Notice of Objection The Committee may request a written response from the applicant or other interested individuals to the objection of an electronic hearing within a time period set out by the Committee.

21.4 Procedure When Objection is Received If the Committee receives an objection to hold a hearing event by electronic hearing, it may:

- (a) accept the objection, cancel the electronic hearing, and schedule an oral hearing; or,
- (b) if the Committee is satisfied, after considering any responding submissions and the factors included in Rule 21.05, that no significant prejudice will result to the applicant or any other interested individual, then the Committee will reject the objection and proceed with the electronic hearing.

21.5 Factors the Committee May Consider The Committee may consider any relevant factors in deciding to hold a hearing event by electronic hearing, such as,

- (a) the convenience to the applicant, the Committee and any other person who desires to be heard in favour or against the application;
- (b) the likelihood of the process being less costly, faster, and more efficient;
- (c) whether it is a fair and accessible process for the applicant or any other interested individual;
- (d) the desirability or necessity of public participation in or public access to the Committee's process;

- (e) whether the evidence or issues are suitable for an electronic hearing;
- (f) whether credibility may be an issue and the extent to which facts are in dispute; or
- (g) whether an electronic hearing is likely to cause significant prejudice to the applicant or any other person who desires to be heard in favour or against the application.

21.6 Directions for the Electronic Hearing The Committee may direct the arrangements for the electronic hearing.

21.7 Videoconferences The Committee shall pre-approve all arrangements for conducting a hearing event by videoconference, including the submission of documents or any visual and written evidence, and the locations for the conference. If an applicant or person making oral submissions intends to request that the Committee accept any information or material as an exhibit at a videoconference, such information or material shall be prefiled with the Committee and provided to all other parties in accordance with the Committee's directions for conducting a hearing by videoconference.

22. AMENDMENTS TO APPLICATIONS

- 22.1.** An amendment to an application must be presented orally at a hearing
- 22.2.** The Committee or a Panel thereof may, at its discretion, amend an application at a hearing, adjourn an application to consider the amendment at a later hearing, or require recirculation of an application to provide notice of the amendment.

23. REQUESTS FOR ADJOURNMENT

- 23.1.** Requests for an adjournment of an application must be made in person, unless the request is to adjourn the application *sine die*.
- 23.2.** The Committee or a Panel thereof shall, upon hearing anyone who has an interest in the application, deal with the request for adjournment and may adjourn the application to a fixed date or *sine die*.

24. WITHDRAWAL

- 24.1.** The Chair shall announce the withdrawal of an application at the commencement of the hearing.

25. DECISIONS OF THE COMMITTEE

- 25.1.** The Committee shall render its decision in accordance with the *Planning Act*, and with subsection 15.5 of these Rules of Procedure.
- 25.2.** The Committee or a Panel thereof shall make a decision in public at the meeting or hearing on each application or reserve its decision, and that decision may be subject to such terms and conditions as the Committee considers advisable.

- 25.3.** All final decisions of the Committee on an application made under the *Planning Act* shall be in writing and shall set out the reasons for the decision and shall be signed by the Members who concur in the decision. A Member may sign a decision by electronic means, and the Secretary-Treasurer may send a notice of decision by electronic means.
- 25.4.** The Secretary-Treasurer shall be permitted at any time and without prior notice to correct a technical or typographical error, error in calculation or similar minor error made in the minutes or in a decision.
- 25.5.** A decision rendered by the Committee or any Panel thereof, or any combination of Members, on any application filed, where all other requirements of the *Planning Act* and these Rules of Procedure are met, shall be deemed to be a valid decision of the Committee.

26. MINUTES

26.1. Minutes shall record:

- 26.1.1.** the place, date and time of the meeting or hearing;
- 26.1.2.** the names of the Chair and Members present;
- 26.1.3.** the adoption of the minutes of prior meetings or hearings;
- 26.1.4.** declarations of interest;
- 26.1.5.** correspondence on file;
- 26.1.6.** the names of those people who spoke at the hearing
- 26.1.7.** any amendments or clarifications
- 26.1.8.** the decision of the Committee
- 26.1.9.** any conditions that were imposed by the Committee

26.2. If the minutes have been delivered to the Members of the Committee and Members have had the opportunity to review and request revisions then adoption of the minutes shall be in order.

26.3. After the minutes have been adopted they shall be signed by the Chair.

27. RECORDINGS OF HEARINGS

27.1. All hearings of the Committee shall be recorded.

27.2. Recordings shall be made available, by appointment only, to anyone who requests to listen to a recording, but copies of recordings shall not be distributed.

PART VI GENERAL PROVISIONS

28. HIRING OF EMPLOYEES AND CONSULTANTS

In accordance with the Section 44(8) of the *Planning Act*, the Committee shall appoint a Secretary-Treasurer, and may engage such employees and consultants as is considered expedient, within the limits of the money appropriated for the purpose.

29. PROCUREMENT OF GOODS AND SERVICES

The Committee of Adjustment will abide by the procurement policies of the City of Ottawa.

30. OWNERSHIP, SALE AND OTHER DISPOSITION OF LAND

The Committee of Adjustment has no authority to own, sell or otherwise dispose of land.

31. EFFECT

These Rules of Procedure shall be deemed to have come into force on the date they were adopted.

ADOPTED AS AMENDED May 7, 2020.