



COUNCIL REPORT

Meeting date: February 4, 2019

Department: Legal & Legislative Services

Prepared by: Fred W. Tranquilli, Director of Legal and Legislative Services

Reviewed by: Matthew Stephenson, Director, Building, Planning & Waste Services
Greg McClinchey, Chief Administrative Officer

Subject: Committee of Adjustment Secretary-Treasurer

Recommendation:

THAT: the Municipal Clerk or their designate be appointed as Secretary-Treasurer of the Committee of Adjustment.

Background:

Staffing adjustments and realignments require there to be some flexibility in Legal & Legislative Services and Building and Planning as it relates to providing clerking/secretary service to the Committee of Adjustment. LLS staff have been working with the current secretary to ensure a smooth transition for the next Committee of Adjustment meeting.

The recommendation will permit current LLS staff to gain valuable experience resulting in them rotating through the Committee of Adjustment schedule in the same fashion LLS staff currently rotate through the Council meetings.

Consultation:

Legal and Legislative Services, Building and Planning, CAO

Financial Implications:

There are no financial implications.

Attachments:

Appointment By-law

CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC

BY-LAW NO. 07-19

**A BY-LAW TO APPOINT A SECRETARY-TREASURER FOR
THE COMMITTEE OF ADJUSTMENT**

WHEREAS Council for the Municipality of Strathroy-Caradoc has by by-law, appointed a Committee of Adjustment (the “**Committee**”) in accordance with section 44 of the *Planning Act*, RSO 1990, Chapter P. 13, as amended or replaced (the “**Planning Act**”);

AND WHEREAS the Committee is required to appoint a Secretary-Treasurer and considers it advisable and appropriate to ensure that a Secretary-Treasurer is appointed at all times to ensure the requirements of the Secretary-Treasurer as set out in section 45 of the *Planning Act* are fulfilled.

NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC HEREBY AS FOLLOWS:

1. The above recitals are true and incorporated into this by-law by reference.
2. The Municipal Clerk for the Municipality of Strathroy-Caradoc, or their designate, is hereby appointed to serve as Secretary-Treasurer of the Committee, to fulfill the requirements of the Secretary-Treasurer as set out in section 45 of the *Planning Act*.
3. The Manager of Building and Planning and Director of Building / Planning & Waste Management, or their successors in title, for the Municipality of Strathroy-Caradoc are hereby appointed as alternates to serve as Secretary-Treasurer for the Committee when the Municipal Clerk or their designate is absent. In such circumstance, the Manager of Building and Planning and the Director of Building/Planning & Waste Management for the Municipality of Strathroy-Caradoc shall have the authority as Secretary-Treasurer for the Committee to fulfill the requirements of section 45 of the *Planning Act*.
4. All previous by-laws appointing a Secretary-Treasurer for the Committee of Adjustment that are inconsistent with the contents of this by-law are hereby rescinded.
5. The provisions of this By-law shall become effective upon enactment.

**Read a FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL this
4th day of FEBRUARY, 2019.**

Mayor

Clerk