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MEMORANDUM

TO: Chair, L. Robertson and Members of the Committee of Adjustment

CC: Mark LaHay, Acting Secretary-Treasurer for the Committee of Adjustment
Leah Barrie, Acting Manager of Planning
Charlotte Crockford, Recording Secretary

FROM: Sherry L. Rea, Development Planning Supervisor, Planning Division

DATE: November 15, 2021

SUBJECT: Appointments - Secretary Treasurer and Acting Secretary Treasurer,
Committee of Adjustment

Pursuant to Section 44(8) of the Planning Act, "the Committee shall appoint a secretary-treasurer, who may be a member of the committee, and may engage such employees and consultants as is considered expedient, within the limits of the money appropriated for the purpose." Currently, the Committee has appointed Sherry Rea, Secretary Treasurer and Mark LaHay, Acting Secretary Treasurer for the Committee of Adjustment.

Through a review of the duties and responsibilities of both the Secretary Treasurer and Acting Secretary Treasurer, staff seeks to confirm and re-align those duties and responsibilities. Mr. LaHay is responsible for the majority of duties such as review of the required notices under the Planning Act, administering the Committee of Adjustment agendas and minutes and attendance at the Committee of Adjustment Meetings, review and clearance of provisional consent conditions and stamping of Transfers. Ms. Rea is available should Mr. LaHay be unavailable and as a resource person.

As a result of the foregoing, Staff respectfully request that the Committee of Adjustment consider the following resolutions:

Moved By:
Seconded By:

That Mark LaHay, be appointed Secretary Treasurer of the Committee of Adjustment.

Moved By:
Seconded By:

That Sherry Rea, be appointed Acting Secretary Treasurer of the Committee of Adjustment.

Respectfully submitted,



Sherry L. Rea
Development Planning Supervisor