



REPORT

MEETING TYPE: Regular Council

TO:	Council
FROM:	Jody Brinkman, Manager of Development Services
DATE:	1/17/2024
SUBJECT:	Committee of Adjustment – Secretary-Treasurer
REPORT NO.	[Auto-generated Report Number]

TITLE: Committee of Adjustment – Appointment of Secretary-Treasurer

RECOMMENDATION:

THAT Council authorizes the passing of By-law No. 05-24 appointing Jody Brinkman, Manager of Development Services, as the Secretary-Treasurer of the Sioux Lookout Committee of Adjustment and Consent Granting Authority (COA).

PURPOSE:

The purpose of this recommendation is to appoint, by By-law, Jody Brinkman, Manager of Development Services, as the Secretary-Treasurer for the Committee of Adjustment and Consent Granting Authority due to the recent resignation of our Planning Coordinator. The function of Secretary-Treasurer is to support the Committee of Adjustment and Consent Granting Authority in order to stamp consents that have been approved by the Authority.

BACKGROUND:

The Municipality hired a Planning Coordinator in 2021, at that time By-law No. 02-13 (Terms of Reference of the Committee of Adjustment) was amended to make the position of Planning Coordinator as the Secretary-Treasurer of the COA. The Planning Coordinator has recently resigned and in order to continue the ability for the COA to convene and review planning applications we require a Secretary-Treasurer.

DISCUSSION:

The passing of By-law No. 05-24 will appoint Jody Brinkman as the Secretary-Treasurer to the Committee of Adjustment and Consent Granting Authority during the time it takes to hire a new Planning Coordinator or Planner. The function of the Secretary-Treasurer will revert to the new Planning Coordinator or Planner through an amendment to By-law No. 19-21 (Terms of Reference of the Committee of Adjustment).

RELATIONSHIP TO THE STRATEGIC PLAN:

Customer Service Delivery

FINANCIAL IMPLICATIONS:

There are no financial implications outside of staff time to prepare this report.

ATTACHMENTS:

By-Law No. 05-24

SIGNATURES:

Written By:
Jody Brinkman,
Manager of Development Services

Approved By:
Brian P. MacKinnon,
Chief Administrative Officer and
Municipal Clerk

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

BY-LAW NO. 05-24

**BEING A BY-LAW TO APPOINT A SECRETARY-TREASURER FOR THE SIOUX
LOOKOUT COMMITTEE OF ADJUSTMENT AND CONSENT GRANTING
AUTHORITY (Jody Brinkman, Manager of Development Services)**

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout ("Council") has established a Committee of Adjustment and Consent Granting Authority; and

WHEREAS Council passed By-law No. 19-21 on February 17, 2021, establishing Terms of Reference for the Committee of Adjustment and Consent Granting Authority; and

WHEREAS Council has delegated the power to grant minor variances and consents to the Committee of Adjustment and Consent Granting Authority according to the provisions set out in Sections 45 (3) and 54 (5) of the Planning Act, R.S.O. 1990, c.P.13., and

WHEREAS Section 44 (8) of the Planning Act, R.S.O. 1990, c.P.13. provides Council with the authority to appoint a Secretary-Treasurer for the Committee of Adjustment and Consent Granting Authority; and

WHEREAS Section 5.2.a. of By-law No. 19-21 establishes that the Municipal Planning Coordinator shall be the Secretary-Treasurer of the Committee of Adjustment and Consent Granting Authority; and

WHEREAS the position of Municipal Planning Coordinator is currently vacant; and

WHEREAS Council deems it advisable and expedient to appoint a Secretary-Treasurer for the Committee of Adjustment and Consent Granting Authority;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

1. THAT, notwithstanding Section 5.2.a of By-law No. 19-21, Council appoints Jody Brinkman, Manager of Development Services as Secretary-Treasurer for the Sioux Lookout Committee of Adjustment and Consent Granting Authority.
2. THAT this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS SEVENTEENTH DAY OF JANUARY 2024.

Doug Lawrance, Mayor

Brian P. MacKinnon, Municipal Clerk