

## Staff Report

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**Report To:** Corporate Services Committee  
**Report From:** Briana Bloomfield, City Clerk  
**Meeting Date:** June 24, 2025  
**Report Code:** CR-25-085  
**Subject:** Appointment of Committee of Adjustment Secretary-Treasurer

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### Recommendations:

THAT in consideration of Staff Report CR-24-025 respecting the appointment of a Committee of Adjustment Secretary-Treasurer, the Committee of Adjustment:

1. Appoints a secretary-treasurer as outlined in the report; and
2. Authorizes the secretary-treasurer to delegate their authority in writing for temporary absences.

### Highlights:

- The *Planning Act* provides that the Committee of Adjustment appoint a secretary-treasurer.
- Due to staffing changes in the organization, the secretary-treasurer appointment must be updated.

### Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

### Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

## **Previous Report/Authority:**

*Planning Act*, section 44(8)

Committee of Adjustment By-law

[Board and Committee By-law](#)

## **Background:**

The City established a Committee of Adjustment (the “Committee”) with the passing of By-law No. 2001-102 and the 2025 Board and Committee By-law lists the members of the committee. The *Planning Act* provides that the Committee appoint a secretary-treasurer.

## **Analysis:**

Due to staffing changes in the organization, the Committee needs to amend the secretary-treasurer appointment as follows:

1. Remove Allison Penner, Deputy Clerk as the secretary-treasurer effective August 15, 2025;
2. Appoint Christina McLean, Committee and Executive Support Coordinator as the secretary-treasurer effective August 16, 2025, to October 6, 2025; and
3. Appoint Staci Landry, Deputy Clerk as the secretary-treasurer effective October 7, 2025.

Staff further recommend that the Committee authorize the secretary-treasurer to provide written delegation of their authority to the individual who will assume their duties during temporary absences, such as while on vacation. For any long-term absences, a formal appointment by Committee is required and staff will bring forward an appointment report for consideration.

## **Financial Implications:**

None.

## **Communication Strategy:**

None.

**Consultation:**

Manager of Planning & Heritage

**Attachments:**

None.

**Recommended by:**

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

**Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at [bbloomfield@owensound.ca](mailto:bbloomfield@owensound.ca) or 519-376-4440 ext. 1247.