



## Staff Report

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**Report To:** Committee of Adjustment  
**Report From:** Jamie Eckenswiller, Director of Legislative Services/Clerk  
**Meeting Date:** September 5, 2023  
**Subject:** Appointment of Secretary-Treasurer for the Committee of Adjustment

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### Recommendations:

THAT in consideration of staff report 'Appointment of Secretary-Treasurer for the Committee of Adjustment', the Committee of Adjustment appoints Tammy Wheeldon as the Secretary-Treasurer of the Committee of Adjustment, effective immediately.

### Highlights:

- The *Planning Act* provides that the Committee of Adjustment shall appoint a secretary-treasurer.
- Historically, the Development Services administrative assistant has served as the secretary-treasurer of the Committee of Adjustment.

### Previous Report/Authority:

[Planning Act, section 44\(8\)](#)

### Analysis:

The *Planning Act* provides that the Committee of Adjustment shall appoint a secretary-treasurer. Historically, the Development Services administrative assistant has served as the secretary-treasurer of the Committee of Adjustment. Tammy Wheeldon is the new Development Services administrative assistant and as such is being recommended for appointment as the secretary-treasurer of the Committee of Adjustment. If Tammy is unable to perform her duties as secretary-treasurer (e.g., she is on vacation), she will delegate her authority to an individual who will act in her absence.

**Financial Implications:**

There are no financial implications associated with this report.

**Communication Plan:**

None.

**Consultation:**

Director of Infrastructure and Development/CBO

**Attachments:**

None.

**Recommended by:**

Jamie Eckenswiller, AMP

Director of Legislative Services/Clerk

**Submission approved by:**

Laura Johnston, Chief Administrative Officer

For more information on this report, please contact Jamie Eckenswiller, Director of Legislative Services/Clerk at [clerk@westgrey.com](mailto:clerk@westgrey.com) or 519-369-2200 ext. 229.