



MEMO / NOTE DE SERVICE

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TO: Chairs and Members of the Agriculture and Rural Affairs Committee and the Planning and Housing Committee

DESTINATAIRE : Présidents et membres du Comité de l'agriculture et des affaires rurales et du Comité de la planification et du logement

FROM: Caitlin Salter MacDonald, City Clerk  
Office of the City Clerk

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DATE: July 8, 2024

Le 8 juillet 2024

FILE NUMBER: ACS2024-OCC-CCS-0068

SUBJECT: **Committee of Adjustment – Reserve Appointment**

OBJET : **Nomination d'un membre suppléant au Comité de dérogation**

BACKGROUND

On December 7, 2022, City Council approved the [Appointment Policy](#) as part of the report [2022-2026 Council Governance Review](#). At its meeting of April 12, 2023, Council approved the report [Appointments to the Committee of Adjustment](#), which included a

pool of reserve members to fill vacancies arising between recruitment processes. The appointments were effective May 25, 2023.

Pursuant to Section 4.6(e) of the Appointment Policy, the Selection Panel has been delegated the authority to appoint anyone from the Council-approved reserve list to a vacancy, and such an appointment is communicated by “Information previously distributed” memorandum (IPD) to the relevant Standing Committee and Council.

Reserve members who are called to fill a vacancy adopt the membership term of the vacancy they are filling.

#### APPOINTMENT TO COMMITTEE OF ADJUSTMENT (PANEL 3, RURAL)

As a vacancy arose on the Committee of Adjustment (Panel 3) on June 26, 2024, the Selection Panel has appointed the reserve member below to the vacant voting member position.

- **Appointee: Gary Duncan**
- **Resigned Member: William Hunter**
- **Effective date of Appointment: June 26, 2024**
- **End of Term: November 14, 2026**

Caitlin Salter MacDonald

City Clerk

CC: Michel Bellemare, Secretary-Treasurer, Committee of Adjustment