



MEMO / NOTE DE SERVICE

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TO: Chairs and Members of the Planning and Housing Committee

DESTINATAIRE : Présidents et membres du Comité de la planification et du logement

FROM: Caitlin Salter MacDonald, City
Clerk
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DATE: July 7, 2025

Le 7 juillet 2025

FILE NUMBER: ACS2025-OCC-CCS-0085

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 two reserve members to fill vacancies arising between recruitment drives. Both reserve members have since been appointed as full voting members.

Following the 2025 mid-term recruitment drive, on April 30, 2025, Council approved the report [2022-2026 Mid-term Appointments to Various Committees and Boards](#). This approval included the appointment four new reserve members to the Committee of Adjustment.

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.

APPOINTMENT TO COMMITTEE OF ADJUSTMENT (PANEL 1, URBAN)

As a vacancy arose on the Committee of Adjustment (Panel 1) on June 4, 2025, the Selection Panel has appointed the reserve member below to the vacant voting member position.

- **Appointee: Colin Haskin**
- **Resigned Member: Simon Coakeley**
- **Effective date of Appointment: July 10, 2025**
- **End of Term: November 14, 2026**

Caitlin Salter MacDonald

City Clerk

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