

Date: Wednesday, March 5, 2025

Meeting Type: Council

From: Carly Craig, Manager of Legislative Services

Subject: Committee of Adjustment Procedure By-Law Amendment –
Virtual Participation

Report#: COR2025-012

This document and its attachments are public and available in an accessible format upon request.

Recommendation

That the recommendation of the Committee of Adjustment with respect to 100% virtual meetings be endorsed; and

That staff be directed to present an amending By-law to revise section 11.0 of By-Law 2022-042 with respect to the location of meetings.

Background/Analysis

At their meeting on February 18, 2025, the Committee of Adjustment received [report COR2025-09 – Meeting Efficiencies](#). A link to the report included herein, outlines the justification for the Committee moving to fully virtual participation.

On staff's recommendation, the Committee adopted the following resolution:

Moved By: Member Cathy Moore Coburn

Seconded By: Member Elgin McMillian

That the Committee hereby endorses moving its meetings to virtual participation only; and

That the Committee hereby recommends that section 11.0 of By-Law 2022-042 – Committee of Adjustment Procedure By-Law be amended with respect to the location of meetings.

Approved

Provisions of the Committee of Adjustment Procedure By-Law (2022-042) need to be amended to enact this change. Therefore, the matter is being brought before Council to support and approve an amendment to the By-Law.

Financial Impact

Some cost savings may be found by reducing staff resourcing needs and travel expenses for Committee members.

Conclusion

On recommendation of staff and the Committee of Adjustment, an amendment to By-Law 2022-042 – Committee of Adjustment By-Law be approved to allow meetings to be conducted in a virtual manner.

Respectfully Submitted: Carly Craig, Manager of Legislative Services/Clerk