

**Overview:**

To facilitate the processing of consent reviews and applications as well to meet the provisions of Council's Procedural By-law, the Planning Committee must appoint a Secretary of the Committee.

**Conclusion:**

At the last Planning Committee meeting held on January 24, 2020, the Committee passed the following Resolution:

**Resolution – Appointing a Secretary**

Moved by: Ms. Dunford

Seconded by: Mr. Patterson

That Crystal McMillan be appointed Secretary of the Planning Committee, that Anu Mundahar be appointed Assistant Secretary, which would authorize her to be Acting Secretary at any point in time when Crystal McMillan, Secretary, is unavailable and further that the appointment of any other Secretary or Assistant Secretary that conflict with this Resolution shall be repealed. Carried

With some constraints on staff and to allow for some extra cross training it would be helpful if the Committee pass another Resolution to appoint Vanessa Sweeting as the as the Assistant Secretary so that she can also get experience in this role.

Vanessa attended the last meeting and has been training with me in the processing of various applications.

**Recommendation:**

That Vanessa Sweeting also be appointed an Assistant Secretary, which would authorize her to be Acting Secretary at any point in time when Crystal McMillan, Secretary, is unavailable.

**Financial Impact:** N/A

**Strategic Plan Applicability:**

To ensure and enable an efficient and effective municipal administration.

**Sustainability Plan Applicability:** N/A



## Report Approval Details

Document Title:	Appoint Acting Secretary.docx
Attachments:	
Final Approval Date:	Feb 21, 2020

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig