



**City of Kingston  
Report to Committee of Adjustment  
Report Number COA-25-038**

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**To:** Chair and Members of the Committee of Adjustment  
**From:** Malcolm Norwood, Supervisor, Development Approvals  
**Date of Meeting:** March 24, 2025  
**Application for:** Not Applicable  
**File Number:** Not Applicable  
**Address:** Not Applicable  
**District:** Not Applicable  
**Owner:** Not Applicable  
**Applicant:** Not Applicable

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

This report is bringing forward options for revised dates for Committee of Adjustment meetings from June, 2025 to December, 2025 in order to accommodate a scheduling conflict for a member of the Committee.

**Recommendation:**

**That the Committee consider revised hearing dates from June, 2025 to December, 2025 as identified in this report.**

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**Authorizing Signatures:**

ORIGINAL SIGNED BY PLANNER

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Malcolm Norwood, Supervisor,  
Development Approvals

**In Consultation with the following Management of the Community Services Group:**

Tim Park, Director, Planning Services  
James Bar, Manager, Development Approvals

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**Options/Discussion:**

The 2025 Committee of Adjustment (COA) calendar was developed in December, 2024 in consultation with Corporate Services. COA meetings are typically scheduled for the 3<sup>rd</sup> Monday of each month. However, the 2025 calendar had statutory holiday conflicts on Mondays of February, April, and May of 2025 and the scheduling decision was made to have COA meetings on the 4<sup>th</sup> Monday of the month. This change in schedule has resulted in a permanent scheduling conflict for a member of the Committee. Therefore, staff are bringing forward a revised Committee meeting schedule, subject to the approval of the committee, that is identified below:

<b>Current Date</b>	<b>Proposed Date</b>
June 23	June 16
July 28	July 21
August 25	August 18
September 22	September 15
October 27	October 20
November 24	November 17
December 15	December 15

Should the committee approve the revised schedule, planning staff and clerks will update the website, DASH, and any other public facing materials accordingly.

**Accessibility Considerations:**

None

**Financial Considerations:**

None

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**Contacts:**

Malcolm Norwood, Supervisor, Development Approvals, 613-546-4291 extension 3236

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

None