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**Item No. 15.1.1**  
**Halifax Regional Council**  
**September 13, 2022**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original Signed by   
\_\_\_\_\_  
Denise Schofield, Acting Chief Administrative Officer

**DATE:** August 26, 2022

**SUBJECT:** Appointment of Development Officers

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**ORIGIN**

This report originates from staff.

**LEGISLATIVE AUTHORITY**

*Halifax Regional Municipality Charter*, Chapter VIII, Subsection 258(1): The Council shall appoint a development officer to administer its land-use by-law and subdivision by-law.

**RECOMMENDATION**

It is recommended that Halifax Regional Council appoint Stephanie Salloum, Laura Walsh and James Coons as Development Officers, pursuant to Subsection 258(1) of the *Halifax Regional Municipality Charter*, and that these appointments be effective for the duration of their current conditions of employment with the Halifax Regional Municipality.

## **BACKGROUND**

Development Officers are required to administer the Municipality's land use regulations, as set out in its various land use by-laws, development agreements, the *Regional Subdivision By-law* and the *HRM Charter*, on behalf of Council. As a result of recent competitions, three staff members were hired to fill the Principal Planner and Planner II positions with Development Officer responsibilities.

## **DISCUSSION**

The approval of the 2022-23 Planning and Development Business Plan included new Principal Planner and Planner II positions within the Development Services division. Additionally, a promotion has led to a second vacancy in the Planner II position.

The Principal Planner position is a key position within the unit and is responsible for administering the Municipality's Land Use By-laws and the *Regional Subdivision By-law*. The job description for the Planner II positions includes the assignment of Development Officer duties and responsibilities as may be appropriate. These positions will be responsible for making decisions concerning the more straightforward and routine development applications, thereby creating capacity to allow the existing Principal Planners who are appointed as Development Officers to be able to devote more of their time to respond to the more complicated development applications.

This further division of staff roles and responsibilities will help to improve service delivery and allow all development applications to be processed more efficiently. Stephanie Salloum has accepted a full-time position as a Principal Planner and Laura Walsh and James Coons have accepted full time positions as Planner IIs within the Land Development and Subdivision Program area. Achieving the desired service delivery improvements as identified during the budget and business plan process requires the appointment by Council of these individuals as Development Officers.

## **FINANCIAL IMPLICATIONS**

There are no budget implications associated with this report. These are budgeted positions within C420 – Land Development and Subdivision.

## **RISK CONSIDERATION**

There are no significant risks associated with the recommendations contained within this report.

## **COMMUNITY ENGAGEMENT**

Community engagement is not applicable to this report.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications

## **ALTERNATIVES**

Council may choose not to appoint the three staff members as Development Officers. In doing so, the added capacity for the more efficient processing of development applications would be lost.

**ATTACHMENTS**

None.

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

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