



City of Moose Jaw

COMMUNICATION # CC-2019-0194

TITLE: Appointment of Development Officer

TO: City Council

FROM: Department of Planning and Development Services

DATE: October 2, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT Ms. Shona Mark-Sullivan be appointed as a Development Officer for the City of Moose Jaw as per Section 3.5 of Bylaw No. 5346, the Zoning Bylaw.

TOPIC AND PURPOSE

The purpose of this report is to request City Council to appoint Ms. Mark-Sullivan as a Development Officer for the City of Moose Jaw pursuant to Bylaw No. 5346, the Zoning Bylaw.

BACKGROUND

Section 3.5 of Bylaw No. 5346, the Zoning Bylaw, states the following:

"Except for Section 11 of this Bylaw, which shall be administered by the City's Building Official, the Development Officer shall administer this Bylaw. The Development Officer shall be the City Engineer, the City Planner, the Manager of Engineering Services or any other employee of the City authorized in writing by the Council to act as a Development Officer for the purposes of this Bylaw and the Act. For the purposes of administering and enforcing Section 11, the Building Official shall have the same authority under the Act as a Development Officer."

DISCUSSION

Ms. Mark-Sullivan was hired in September 2019 as a Bylaw Enforcement Officer. One of her duties is to act as a Development Officer for the City of Moose Jaw. The Zoning Bylaw requires her to be appointed by City Council.

The appointment will permit Ms. Mark-Sullivan to administer and enforce all aspects of the Zoning Bylaw.

OPTIONS TO RECOMMENDATION

1. Provide alternate direction.

STRATEGIC PLAN

This report supports the strategy of a Progressive Civic Administration. The report also supports the guiding principles to create a Collaborative Future.

PRESENTATION

VERBAL: Michelle Sanson, Director of Planning and Development Services, will be in attendance to provide a brief overview of the report.

REPORT APPROVAL

Written by: Michelle Sanson, Director of Planning and Development Services
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

Report Approval Details

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|----------------------|--|
| Document Title: | Appointment of Development Officer - CC-2019-0194.docx |
| Attachments: | |
| Final Approval Date: | Oct 6, 2019 |

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



Tracy Wittke



Jim Puffalt



Fraser Tolmie