



Special Town Council Meeting

Tuesday, June 5, 2018

Immediately following Committee of the Whole

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

No Minutes to Approve

3. Comments from the Mayor

4. Public Input/Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirty-minute Public Input/Question Period timeframe.

5. Motions/Recommendations from Committee of the Whole, May 1, 2018:

- a. RFD 041-2018: Appointment of Assistant Development Officer
- b. RFD 042-2018: Appointment of Building Official and Fire Life Safety



6. Public Input/Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirty-minute Public Input/Question Period timeframe.

7. Adjournment of Regular meetings



SUMMARY

Appointment of Assistant Development Officer

For Council to consider the Staff recommendation regarding the appointment of James Collicutt as an Assistant Development Officer for the Town.

DRAFT MOTION:

That Council approve the appointment of James Collicutt as Assistant Development Officer for the Town of Wolfville.



1) COMMENT / RECOMMENDATION – CAO

The CAO supports the recommendations of Staff.

2) RECOMMENDATION

Staff recommends that Council appoint James Collicutt as Assistant Development Officer for the Town of Wolfville.

3) DRAFT MOTION

That Council appoint James Collicutt as an Assistant Development Officer for the Town of Wolfville.

4) PURPOSE OF REPORT

To appoint an Assistant Development Officer for the Town of Wolfville.

5) DISCUSSION

Pursuant to Section 243(1) of the MGA, Council must appoint a Development Officer to administer the Land Use By-Law and Subdivision By-law. Currently the Town has one full-time Development Officer (Marcia Elliott) and one alternate Development Officer (Devin Lake).

As part of Mr. Collicutt's professional development, he has joined the *Municipal Development Officer's Association of Nova Scotia* and is already performing many of the duties of an Assistant Development Officer. This appointment will bring his title into alignment with the day-to-day responsibilities of his position and allow him to more effectively work towards eventual certification as a Development Officer.

6) BUDGET CONSIDERATIONS

There are no budget considerations.

7) COMMUNICATIONS REQUIREMENTS

Staff will be advised of the appointment and changes to contact information will be made where necessary.

8) REFERENCES TO COUNCIL STRATEGIC PLAN

5. Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team.

9) SUMMARY

It is recommended that James Collicutt be appointed as an Assistant Development Officer for the Town.

REQUEST FOR DECISION 042-2018

Title: Appointment of Building Official / Fire & Life Safety Insp.

Date: 2018-06-05

Department: Community Development



SUMMARY

Appointment of Building Official / Fire & Life Safety Inspector

In order to provide a continuous level of service to the residents it is necessary for the Town to appoint an inspector. Mr. Jamieson is a fully qualified level 2 Building Official with many years of experience in both HRM and East Hants.

DRAFT MOTIONS:

That Council appoint Mark Jamieson as the Town's "Building Official" pursuant to Section 5(2) of the Building Code Act, Chapter 46 of the Revised Statutes, 1989.

That Council appoint Mark Jamieson as the Municipal Fire and Life Safety Inspector, pursuant to section 19(1)(b) of the Fire Safety Act, Chapter 6 of the Acts of 2002.

REQUEST FOR DECISION 042-2018

Title: Appointment of Building Official / Fire & Life Safety Insp.

Date: 2018-06-05

Department: Community Development



1) CAO COMMENTS

The CAO supports the recommendations of Staff.

2) LEGISLATIVE AUTHORITY

Pursuant to Section 5(2) the *Nova Scotia Building Code Act* Council is required to appoint a building official or building officials to administer and enforce the Building Code Act in the municipality.

Pursuant to Section 19(1)(b) of the *Fire Safety Act* Council must appoint a Municipal Fire and Life Safety Inspector to perform inspections as laid out in the Fire Safety Regulations.

3) STAFF RECOMMENDATION

Staff recommends that Council appoint Mark Jamieson as the Town's Building Official / Fire and Life Safety Inspector.

4) REFERENCES AND ATTACHMENTS

N/A

5) DISCUSSION

In order to provide a continuous level of service to the residents it is necessary for the Town to appoint an inspector. Mr. Jamieson is a fully qualified level 2 Building Official with many years of experience in both HRM and East Hants.

6) FINANCIAL IMPLICATIONS

The Building Inspector position is a permanent budgeted position of the Town of Wolfville.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

Staff will be advised of the appointment and changes to contact information will be made where necessary.

9) ALTERNATIVES

N/A