



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 15.1.2**  
**Halifax Regional Council**  
**November 12, 2024**

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

**SUBMITTED BY:** Cathie O'Toole, Chief Administrative Officer

**DATE:** October 23, 2024

**SUBJECT:** Appointment of Development Officers

---

#### **ORIGIN**

This report originates from staff.

#### **EXECUTIVE SUMMARY**

This report recommends that three Planners be appointed as Development Officers to approve standard development applications. Kirstin Poole Chislett, Jaime Swinton and Isabelle Ouellette were successful in a recent Planner II competition and authority as a Development Officer is a responsibility included in their regular work duties. There are no risks associated with this report.

#### **RECOMMENDATION**

It is recommended that Halifax Regional Council appoint Kirstin Poole Chislett, Jaime Swinton and Isabelle Ouellette 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 vacant Planner II positions with Development Officer responsibilities.

## **DISCUSSION**

These vacancies occurred through promotions within the division. The job description for the Planner II position includes the assignment of Development Officer duties and responsibilities as may be appropriate. The Planner II positions are responsible for making decisions concerning the more straightforward and routine development applications, thereby creating capacity to allow the existing Principal Planners who are also appointed as Development Officers the ability to devote more of their time to respond to more complex development applications. This division of staff roles and responsibilities will help to improve service delivery and allow all development applications to be processed more efficiently.

Kirstin Poole Chislett, Jaime Swinton and Isabelle Ouellette have all accepted term positions as Planner II within the Land Development and Subdivision division. Achieving the results identified 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.

## **LEGISLATIVE AUTHORITY**

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

**ATTACHMENTS**

None

---

Report Prepared by: Sean Audas, Land Development & Subdivision Program Manager, Development Services,  
Planning and Development 902.476.9553

---