

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Director of Economic & Community Development

APPROVED BY: Erin Hartley, Deputy CAO

DATE: September 10, 2025

SUBJECT: **Development Officer Appointment**

PURPOSE

The purpose of this report is to request Council's approval to appoint Jill Webb and Chrystal Fuller as Development Officers (DO) for the Municipality of Shelburne. This appointment is required to ensure the continued and efficient administration of planning matters under the Municipal Government Act and the Municipality's planning documents.

RECOMMENDATION

It is recommended:

That Council of the Municipality of the District of Shelburne appoint Jill Webb, Andrew Goreham and Chrystal Fuller as Development Officers for the Municipality of Shelburne, effective immediately, with all associated powers and responsibilities under the Municipal Government Act and applicable planning documents.

BACKGROUND

Under the Municipal Government Act (MGA), municipalities are required to appoint a Development Officer who is responsible for the administration of land use planning documents, including the Municipal Planning Strategy, Land Use By-law, and Subdivision By-law. The Development Officer plays a key role in processing and issuing development permits, ensuring compliance with planning regulations, and supporting the implementation of Council's planning policies.

DISCUSSION

The appointment of Jill Webb, Economic Development Officer and Chrystal Fuller, Senior Planner, Brighter Planning Consulting as Development Officers is necessary to meet legislative requirements, strengthen service delivery, and maintain continuity of planning administration within the Municipality of Shelburne.

The main functions and responsibilities of a Development Officer include reviewing and processing development permit applications in accordance with the Land Use By-law. The Development Officer also provides advice to residents, developers, and Council regarding planning regulations and requirements, while ensuring compliance with

planning policies and regulations adopted by Council. In addition, the Development Officer is responsible for maintaining accurate planning and development records, enforcing land use regulations where necessary through notices and orders, and supporting the Municipality's long-term planning objectives and assisting with policy implementation.

Andrew Goreham, Manager of Inspection Services, has historically acted as the Municipality's DO. Staff have included his appointment in the motion, as a housekeeping item, as Andrew will continue to act as alternate support in this role during vacations and professional absences. Andrew will also continue to lead in the reviewing and approving of subdivision applications in accordance with the Subdivision By-law.