



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
--------------------------------------	------------------	---	--

To: Mayor Zebian and Members of West Hants Regional Municipal Council

Submitted by: _____
Kari Fougere, Acting Director of Planning & Development

Date: 2025-09-09

Subject: Appointment of Alternate Development Officer

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 243, Development Officer

DECISION REQUEST

...that Committee of the Whole recommends that Council appoint William Overholt as alternate Development Officer in the absence of the Development Officer effective September 24th, 2025 in accordance with Section 243 of the Municipal Government Act.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
------------	--	--------------------------------------	---------------------------------	-----------------------------------	---

Currently West Hants Regional Municipality only has one Development Officer, Christopher Burns, appointed to administer the Land Use By-law's and Subdivision By-law's of the Municipality. In anticipation of future vacations or in the case of unexpected extended leaves, William Overholt should be appointed to act as Development Officer in Christopher's absence.

DISCUSSION

Development Officers administer the Land Use By-law's and Subdivision By-law's of the Municipality which includes responding to general property inquiries, writing zoning confirmation letters, issuing development permits for as-of-right development, and approving

plans of subdivision. It is reasonable to appoint an alternate to act as Development Officer in response to any extended leave or vacation of the Development Officer.

West Hants Regional Municipality has one appointed Development Officer: Christopher Burns. William Overholt was hired in April 2025 and has been training with Christopher Burns ever since as well as Doug McInnis, prior to his retirement in June 2025. William is a qualified planner/development officer with over 2 years of experience in a municipal role. William also holds a Master of Environmental Studies, Planning and is currently working towards his designation with the Municipal Development Officers Association of Nova Scotia and as a License Planner with the Licensed Professional Planners of Nova Scotia. William is highly competent in his work and has shown a high degree of professionalism in his role with West Hants Regional Municipality. William should be appointed to act as Development Officer in Christopher's absence to ensure requests and applications are dealt with in a timely manner.

A request to fully appoint William Overholt as Development Officer will be submitted to Committee of the Whole at a later date.

NEXT STEPS

Appointment by Council.

FINANCIAL IMPLICATIONS

There are no financial implications related to the appointment as the salary is established within the budget.

ALTERNATIVES

COTW could recommend that Council not appoint the required alternative Development Officer, resulting in an inability to administer and enforce the Land Use By-law's and Subdivision By-law's of the Region in a timely manner in the absence of the Development Officer.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

The Acting Director has shared the rationale for this appointment and further shared the department's intended action to further designate William as he progresses through the training.

I support the recommendation for this appointment.

Report Prepared by: _____

Kari Fougere, Acting Director of Planning and Development

Report Reviewed by: _____

William Overholt, Development Officer

Review Approved by:  _____

Mark Phillips, Chief Administrative Officer