

**VILLAGE OF PEMBERTON
-SPECIAL MEETING AGENDA-**

Agenda for the **Special Meeting** of Council of the Village of Pemberton to be held Tuesday, January 7, 2020 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1505.

"This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010."

Item of Business	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	
Recommendation: THAT the Agenda be approved as presented.	1
3. APPOINTMENT OF BUILDING OFFICIAL	2
Recommendation One: THAT Faruq Patel's appointment as the Village of Pemberton Chief Building Official be rescinded effective December 17, 2019.	
Recommendation Two: THAT Avy Woo be appointed the Village of Pemberton Chief Building Official effective January 7, 2020.	
4. ADJOURNMENT	

Date: January 7, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Wendy Olsson, Executive Assistant/HR Coordinator
Subject: Appointment of Building Official

PURPOSE

The purpose of this report is to recommend that Council rescind the appointment of Faruq Patel as Chief Building Official and appoint Avy Woo as Chief Building Official.

BACKGROUND

Section 7 of the Village of Pemberton Building Bylaw No. 867, 2019 provides powers to a Chief Building Official to perform activities required for public compliance with the Bylaw.

At this time, the Village does not have an active appointed Chief Building Official as Mr. Faruq Patel's employment with the Village ended on December 17, 2019.

Ms. Avy Woo has been retained on a term contract basis to perform the duties of the Building Official until such time as the Village hires a permanent employee into this position.

DISCUSSION & COMMENTS

While there is no legislative requirement to appoint a "Chief Building Official", Section 11 of the *Building Act* mandates that Building Officials must meet mandatory qualification requirements in order to practice. Local governments must only hire Building Officials who meet qualifications.

Local governments can appoint Chief Building Officials to act as the "*Authority Having Jurisdiction*", a role that is referenced in the *BC Building Code*. Staff notes that Ms. Woo meets the current criteria of the *Building Act* as she is an active member of the Building Officials Association of British Columbia.

COMMUNICATIONS

There is no communications element at this time.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There is no impact on the budget for the appointment of Chief Building Official.

The Village is currently recruiting for a full-time permanent replacement to fill the Building Official role. When the replacement has been hired, Staff will recommend that Ms. Woo's appointment be rescinded and that the permanent Staff member be appointed the Village's Chief Building Official, which is encompassed in the regular responsibilities of the position.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts anticipated.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Good Governance

The Village is committed to citizen engagement, being an open, honest and accountable government and fiscal responsibility.

Excellence in Service

The Village is committed to delivering the highest quality of municipal services within the scope of our resources.

RECOMMENDATIONS

Recommendation One:

THAT Mr. Faruq Patel's appointment as the Village of Pemberton Chief Building Official be rescinded effective December 17, 2019.

Recommendation Two:

THAT Ms. Avy Woo be appointed the Village of Pemberton Chief Building Official effective January 7, 2020.

Submitted by:	Wendy Olsson, Executive Assistant/HR Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer