



City of Richmond

Report to Committee

To: Planning Committee

Date: March 9, 2021

From: Wayne Craig
Director, Development

File: 08-4100-00/Vol 01

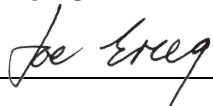


Re: Amendment to the Appointment of an Approving Officer

Staff Recommendation

That the appointment of Reg Adams as Approving Officer for the City, as per Item 7 of Resolution R08/15-4, adopted by Council on September 8, 2008, be rescinded.

Wayne Craig
Director, Development
(604-247-4625)

WC:jr

| REPORT CONCURRENCE | |
|---|---|
| CONCURRENCE OF GENERAL MANAGER  | |
| SENIOR STAFF REPORT REVIEW | INITIALS:  |
| APPROVED BY CAO  | |

Staff Report

Origin

The current appointments to the position of Approving Officers are: Wayne Craig, Director of Development, with Reg Adams, Approving Officer/Supervisor, Utilities, Planning and Development, responsible for the day-to-day functions. In the case of their absence, Joe Erceg, General Manager, Planning and Development; Joshua Reis, Program Manager, Development; and Suzanne Smith, Program Manager, Development, are also appointed as Approving Officers.

This Staff Report seeks to amend the Approving Officer appointments to reflect a change in staffing resulting from a staff retirement.

Analysis

The authority for Council to appoint an Approving Officer is found in Section 77 of the *Land Title Act*. The role of the Approving Officer is to review and approve or deny subdivision or consolidation of land within the City. The position of the Approving Officer is best handled by management staff involved in the day-to-day activities of the Development Applications Department. It is typical practice for municipalities to assign Deputy Approving Officers to provide back up coverage during vacations and absences.

Council last appointed an Approving Officer on October 26, 2020. Since this time, Reg Adams has retired from the City of Richmond. Mr. Adams was originally appointed as an Approving Officer by Council on September 8, 2008, and was primarily responsible for the day-to-day approval activities of the Approving Officer. As Mr. Adams is no longer with the City, it would be appropriate to rescind his appointment.

Accordingly, the City's Approving Officer would formally be Wayne Craig, with the day-to-day approvals handled by Joshua Reis and Suzanne Smith, with back up by Joe Erceg.

Financial Impact

None.

Conclusion

As a result of a staff retirement, it is recommended that Reg Adam's appointment to the position of Approving Officer be rescinded.

A handwritten signature in cursive script, appearing to read "Joshua Reis".

Joshua Reis, MCIP, RPP, AICP
Program Manager, Development
(604-204-8653)

JR:blg