



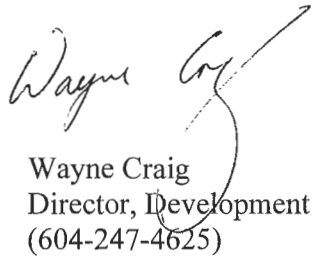
City of Richmond

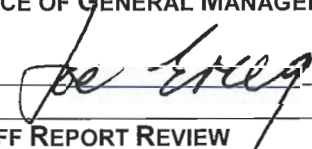


Report to Committee

To: Planning Committee **Date:** September 15, 2021
From: Wayne Craig
Director, Development **File:** 08-4100-00/Vol 01
Re: **Appointment of Approving Officer**

Staff Recommendation

That Amritpal (Paul) Sandhu, Program Manager – Subdivision and Servicing be appointed as an Approving Officer in accordance with Section 77 of the *Land Title Act*.


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

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 Joshua Reis, Program Manager, Development and Suzanne Smith, Program Manager, Development responsible for the day-to-day functions of the Approving Officer. In the case of their absence, Joe Erceg, General Manager, Planning and Development is also appointed as an Approving Officer.

Given recent hiring within the Development Applications Department, this report seeks to appoint Amritpal (Paul) Sandhu as an Approving Officer to reflect the change in the day-to-day responsibilities of the City's Approving Officer and to ensure effective service delivery.

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 day-to-day responsibilities of the Approving Officer are best handled by staff in the Development Applications Department familiar with the subdivision review and land development process to ensure efficient and effective delivery of services. In addition, it is typical practice for Municipalities to assign Deputy Approving Officers to provide back up coverage during vacations and absences.

Council last amended appointments to the role of Approving Officer on April 12, 2021. Since this time Paul Sandhu has joined the Development Applications Department as the Program Manager – Subdivision and Servicing. This role is primarily responsible for the day-to-day approval activities of the Approving Officer. Changes to the City's appointed Approving Officers are appropriate given this recent staffing change to ensure the effective delivery of services to the City's clients.

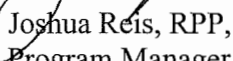
Accordingly, the City's Approving Officer would formally be Wayne Craig, with the day-to-day approvals handled by Paul Sandhu, with back up by Joe Erceg, Joshua Reis and Suzanne Smith.

Financial Impact

None.

Conclusion

As a result of staffing changes within the Development Applications Department, it is recommended that Amritpal (Paul) Sandhu, Program Manager – Subdivision and Servicing be appointed to the position of Approving Officer to continue to deliver effective and timely services to the City's clients.


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

JDR: