



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Joshua Reis  
Program Manager, Development

**Date:** April 12, 2024  
**File:** 01-0172-02/2024-  
Vol 01

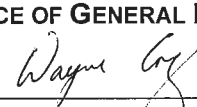
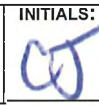

**Re:** Amendment to the Appointment of an Approving Officer

### Staff Recommendation

That the appointment of Joe Erceg as Approving Officer for the City, as per Council Resolution S03/5-02, adopted by Council on October 20, 2003, be rescinded.

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

JR:ps

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b> 	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

The current appointments to the position of Approving Officers are: Wayne Craig, General Manager, Planning and Development (formerly Director, Development) and Paul Sandhu, Approving Officer/ Program Manager, Subdivision and Servicing, responsible for the day-to-day functions of the Approving Officer. In the case of their absence, Joshua Reis, Program Manager, Development and Suzanne Smith, Program Manager, Development and Joe Erceg (formerly General Manager, Planning and Development) are also appointed as an Approving Officer.

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.

Joe Erceg was originally appointed as an Approving Officer by Council on October 20, 2003, and had served as a back up to the day-to-day approval activities of the current appointed Approving Officers. As Joe Erceg has recently retired from the City of Richmond, his appointment as an Approving Officer for the City should be rescinded, in order to clarify current Approving Officer appointments.

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 Joshua Reis and Suzanne Smith.

### Financial Impact

None.

### Conclusion

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a result of a staff retirement, it is recommended that Joe Erceg's appointment to the position of Approving Officer be rescinded.



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Program Manager, Subdivision and Servicing  
(604-276-4237)

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