



# City of Richmond

## Report to Committee

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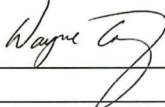

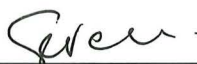
<b>To:</b>	Planning Committee	<b>Date:</b>	May 6, 2025
<b>From:</b>	Joshua Reis Director, Development	<b>File:</b>	01-0172-02/2025-Vol 01
<b>Re:</b>	Appointment of Approving Officer		

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### Staff Recommendation

That Andrew Norton, Manager, Development – West, be appointed as an Approving Officer in accordance with Section 77 of the *Land Title Act*.

Joshua Reis  
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 Officer are:

- Wayne Craig, General Manager, Planning and Development;
- Joshua Reis, Director, Development; and
- Amritpal (Paul) Sandhu, Program Manager – Subdivision and Servicing.

Given recent hiring within the Development Applications Department, this report seeks to appoint Andrew Norton as an Approving Officer.

### **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 consider applications for the subdivision or consolidation of land within the City in accordance with all applicable regulations and bylaws.

It is typical practice for Municipalities to assign multiple Approving Officers to provide backup coverage during vacations and absences to ensure timely access to services.

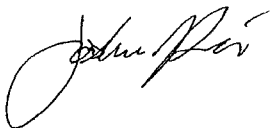
The City has a history of appointing management staff within the Development Applications Department as an Approving Officer, given their day-to-day responsibilities in the review of development and subdivision proposals. Andrew Norton, has recently assumed the position of Manager, Development – West with the department.

### **Financial Impact**

None.

### **Conclusion**

As a result of staffing changes within the Development Applications Department, it is recommended that Andrew Norton, Manager, Development – West be appointed to the position of Approving Officer.



Joshua Reis  
Director, Development  
(604-247-4625)

JR:js