



City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 14, 2020

From: Wayne Craig
Director, Development

File: 08-4100/2020

Re: Appointment of Approving Officers

Staff Recommendations

1. That the appointment of Barry Konkin as Approving Officer for the City, as per Item 16 of Resolution R13/19-5, adopted by Council on November 12, 2013, be rescinded; and
2. That the following be appointed as Approving Officers in the absence of both Wayne Craig, Director of Development and Reg Adams, Approving Officer/Supervisor, Utilities – Planning and Development:
 - a) Joshua Reis, Program Manager – Development
 - b) Suzanne Smith, Program Manager – Development

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, and Barry Konkin, Director of Policy Planning are also appointed as Approving Officers.

Given role changes within the Planning and Development Division management team, this report seeks to amend the Approving Officer appointments to reflect the change in positions 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 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 November 12, 2013. Since this time there have been changes in the Planning and Development Division's management team. Changes to the City's appointed Approving Officers are needed at this time to ensure the effective delivery of services to the City's clients.

Since being appointed in 2013, Barry Konkin has assumed the role of Director of Policy Planning. Subsequently, Joshua Reis and Suzanne Smith have been appointed to the positions of Program Manager, Development. This position is generally responsible for the day-to-day activities involved with processing development applications and both are acquainted with the City's bylaws, policies and procedures. Given these changes, staff propose to rescind Barry Konkin's appointment and appoint Joshua Reis and Suzanne Smith as Approving Officers.

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

Financial Impact

None.

September 14, 2020

08-4100/2020

Conclusion

As a result of staff role changes, it is recommended that Barry Konkin's appointment to the position of Approving Officer be rescinded. Further, two new appointments to the position of Approving Officer are required to continue to deliver effective and timely service to the City's clients.

A handwritten signature in black ink, appearing to read "Joshua Reis". The signature is fluid and cursive, with a large initial "J" and "R".

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

JR:blg