



City of Richmond
Planning and Development Department

Report to Committee

To: General Purposes Committee

Date: August 19, 2008

From: Brian J. Jackson, MCIP
Director of Development

File: 0172-02

Re: Appointment of Approving Officer

Staff Recommendation

1. That Part (2) of Resolution No. S03/10-02, adopted by Council on October 20, 2003, regarding the appointment of Approving Officers for the City, be rescinded; and
2. That Mr. Brian J. Jackson, Director of Development, be appointed as Approving Officer for the City; and that Mr. Reg Adams, Supervisor, Urban Development (Utilities), be appointed Approving Officer in the absence of Mr. Jackson; and that Mr. Joe Erceg, General Manager of Planning and Development, and Mr. Wayne Craig, Program Coordinator – Development, be appointed as Approving Officers in the absence of both Mr. Jackson and Mr. Adams.

Brian J. Jackson, MCIP
Director of Development

AWS:blg

FOR ORIGINATING DEPARTMENT USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>GS</i>	NO <input type="checkbox"/>
REVIEWED BY CAO	YES <input checked="" type="checkbox"/> <i>[Signature]</i>	NO <input type="checkbox"/>

Staff Report

Origin

The current appointments to the position of Approving Officers are: Mr. Joe Erceg and, in his absence, Mr. Holger Burke and Mr. Al Schmidt. There is a need to alter these appointments given staffing changes in the Planning and Development Department.

Analysis

The position of the Approving Officer is best handled by management staff involved in the day-to-day activities of the Development Applications Division. Typically, the Director of Development is named as the Official Approving Officer, with the Program Coordinator – Development and the Supervisor, Urban Development (Utilities) as the back-ups. In addition, it is customary for the General Manager of Planning and Development to also be a back-up. Thus, the Approving Officer would formally be Brian Jackson, with the day-to-day approvals handled by Reg Adams, with back-up by Joe Erceg and Wayne Craig. Mr. Reg Adams has assumed the position of Supervisor, Urban Development (Utilities) vacated by Mr. Al Schmidt. This position is currently responsible for the day-to-day activities involved with the processing and approval of subdivisions and is acquainted with the City's bylaws, policies and procedures.

Financial Impact

None.

Conclusion

New appointments to the position of Approving Officer(s) are required to ensure that adequate service is available to the City's clients.



Brian J. Jackson, MCIP
Director of Development

AWS:blg