



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Joshua Reis  
Director, Development

**Date:** February 24, 2025  
**File:** 01-0172-02/2025-  
Vol 01

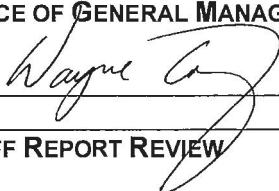


**Re:** To Rescind the Appointment of an Approving Officer

### Staff Recommendation

That the appointment of Suzanne Smith as Approving Officer for the City, as per Council Resolution S03/5-02, adopted by Council on October 26, 2020, be rescinded.

Joshua Reis, MCIP, RPP, AICP  
Director, Development  
(604-247-4625)

JR:jr

<b>REPORT CONCURRENCE</b>	
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;
- Paul Sandhu, Approving Officer/ Program Manager, Subdivision and Servicing; and,
- Suzanne Smith, Manager, Development – West.

This report seeks to rescind the appointment of Suzanne Smith as Approving Officer as she has recently resigned from the City of Richmond.

### 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.

Suzanne Smith was originally appointed as an Approving Officer by Council on October 26, 2020.

### Financial Impact

None.

### Conclusion

It is recommended that Suzanne Smith's appointment to the position of Approving Officer be rescinded.



Joshua Reis, MCIP, RPP, AICP  
Director, Development  
(604-247-4625)

JR:js