



To: Planning Committee
From: Wayne Craig
Director of Development


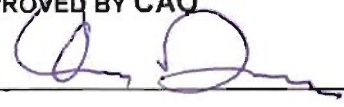
Date: October 18, 2013
File: 0172-02

Re: Appointment of Approving Officer

Staff Recommendations

- 1) That the appointment of Brian Jackson as Approving Officer for the City, as per Item 7 of Resolution R08/15-4, adopted by Council on September 8, 2008, be rescinded; and
- 2) That Barry Konkin, Program Coordinator – Development, be appointed as Approving Officer in the absence of both Wayne Craig, Director of Development and Reg Adams, Approving Officer/Supervisor, Urban Development.


Wayne Craig
Director of Development
BK:kt

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY DIRECTORS	INITIALS: DW
APPROVED BY CAO 	

Staff Report

Origin

The current appointments to the position of Approving Officers are: Joe Erceg, General Manager, Planning and Development, Wayne Craig, Director of Development, and, in his absence, Reg Adams, Approving Officer / Supervisor, Urban Development. There is a need to add to 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 Approving Officer / Supervisor, Urban Development 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 Wayne Craig, with the day-to-day approvals handled by Reg Adams, with back-up by Joe Erceg and Barry Konkin.

As Brian Jackson resigned from his position as Director of Development and Approving Officer with the City of Richmond, his appointment as Approving Officer for the City – as per Item 7 of Resolution R08/15-4, adopted by Council on September 8, 2008 – should be rescinded, in order to clarify current Approving Officer appointments.

Barry Konkin has assumed the position of Program Coordinator – Development; vacated by Wayne Craig's appointment as the Director of Development. 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

One (1) new appointment to the position of Approving Officer is required to ensure that adequate service is available to the City's clients.


Wayne Craig
Director of Development

BK:kt