

Staff Report to Council

Office of the CAO

FILE: 01-0570-01/22

REPORT DATE: July 18, 2022

MEETING DATE:

July 26, 2022

TO: Mayor and Council

FROM: Mark Roberts, Chief Administrative Officer

SUBJECT: Municipal Approving Officer

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Rescind the appointment of Colin O'Byrne, Acting Director of Planning & Development, as the Municipal Approving Officer for the City of Pitt Meadows; AND
- B. Appoint Angie Lucas, Director of Planning and Development, as the Municipal Approving Officer for the City of Pitt Meadows pursuant to Section 77 of the *Land Title Act*; AND
- C. Appoint Colin O'Byrne, Manager of Planning, as a Deputy Municipal Approving Officer for the City of Pitt Meadows pursuant to Section 77 of the *Land Title Act*; OR
- D. Other.

PURPOSE

To appoint an Approving Officer for the City of Pitt Meadows.

☐ Information Report

☒ Decision Report

☐ Direction Report

DISCUSSION

Background:

The role of the Municipal Approving Officer is to make decisions regarding subdivision approval. The Approving Officer is appointed by Council with the responsibility to independently apply provincial statutes and local bylaws regarding subdivision, and uses his or her own discretion in

making those decisions about subdivision approvals. The Approving Officer is a statutory official with separate and independent jurisdiction from Council. It is the responsibility of the Approving Officer to ensure that subdivisions are in accordance with provincial legislation, regulations and City of Pitt Meadows bylaws.

The existing structure is one Approving Officer and two Deputy Approving Officers which has proven to provide sufficient expertise and coverage. The role of Approving Officer is currently held by Colin O’Byrne, who was previously Acting Director of Planning and Development, as an interim measure while the search for a new Director of Planning and Development was underway. The role of Deputy Approving Officer is currently held by the Director of Engineering and Operations, Samantha Maki.

Relevant Policy, Bylaw or Legislation:

Section 77 of the *Land Title Act* states:

77 (1) For land within a municipality, the municipal council must appoint a person as an approving officer.

(2) An approving officer appointed under this section must be

(a) the municipal engineer,

(b) the chief planning officer,

(c) some other employee of the municipality appointed by the municipal council, or

(d) a person who is under contract with the municipality.

Analysis:

It is recommended that the newly hired Director of Planning and Development, Angie Lucas, be appointed as the Municipal Approving Officer. Ms. Lucas has previously served as the Deputy Approving Officer for the District of Kitimat, and the Approving Officer for Tsuut’ina Nation and Wheatland County in Alberta.

It is also recommended that Colin O’Byrne, Manager of Planning, be appointed as Deputy Approving Officer and that that Samantha Maki also remain as a Deputy Approving Officer, to provide the City with an additional back-up to the Approving Officer.

COUNCIL STRATEGIC PLAN ALIGNMENT

☐ Principled Governance ☐ Balanced Economic Prosperity ☐ Corporate Excellence

☐ Community Spirit & Wellbeing ☐ Transportation & Infrastructure Initiatives

☒ Not Applicable

FINANCIAL IMPLICATIONS

- ☒ None ☐ Budget Previously Approved ☐ Referral to Business Planning
☐ Other
-

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Comment(s):

It is a statutory requirement that Council appoint a Municipal Approving Officer.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS

Written by:

Allison Dominelli,
Senior Development Services Technician

Reviewed by:

Colin O'Byrne,
Manager of Planning
