

Staff Report to Council

Planning and Development

FILE: 01-0570-01/20

REPORT DATE: March 19, 2020 MEETING DATE: April 07, 2020
TO: Mayor and Council
FROM: Anne Berry, Director of Planning and Development
SUBJECT: Municipal Approving Officer and Deputy Approving Officer for the
City of Pitt Meadows

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S): THAT Council:

- A. Appoint Anne Berry, 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
- B. Appoint Alex Wallace, Manager of Community Development, as the Deputy Municipal Approving Officer for the City of Pitt Meadows pursuant to Section 77 of the *Land Title Act*; OR
- C. Other.

PURPOSE

To appoint a Municipal Approving Officer and Deputy 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 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. It is also important to have a Deputy Approving Officer who can perform the role in the absence of the Municipal Approving Officer.

Since November 5, 2019, the Manager of Community Development, Alex Wallace, has been serving as the Municipal Approving Officer for the City of Pitt Meadows, while the Director of Engineering and Operations, Samantha Maki, has been serving as the Deputy Approving Officer. They were appointed as an interim measure while the search for a new Director of Planning and Development was underway.

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, Anne Berry, be appointed as the Municipal Approving Officer. Ms. Berry has previously served as the Approving Officer for the District of North Saanich and was the Deputy Approving Officer for the City of Pitt Meadows from July 2014 to January 2016.

For the Deputy Approving Officer role, it is recommended that the Manager of Community Development, Alex Wallace, be appointed. Ms. Wallace has worked for the City since November of 2018 and was previously the Deputy Approving Officer with the City of Dawson Creek. Ms. Wallace completed the Local Government Management Association of BC's Statutory Approving Officer Certification in October of 2017 and has been serving as the City's Approving Officer since November 5, 2019 as noted previously.

Additionally, it is recommended 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

Resources – Structured to ensure there are adequate and suitable resources to respond to the needs of the community.

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
Development Services Technician

Reviewed by:

Alex Wallace
Manager of Community Development

ATTACHMENT(S):

None.