



**Council Report  
For the Meeting of November 8, 2018**

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**To:** Council **Date:** November 1, 2018  
**From:** Fraser Work, Director of Engineering and Public Works  
**Subject:** Appointment of Approving Officer

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**CLOSED MEETING RATIONALE**

This report is recommended for a closed meeting because it relates to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality and is authorized pursuant to sections 90(1)(a) of the *Community Charter*.

**EXECUTIVE SUMMARY**

Under Section 77 (1) and (2) of the *Land Title Act*, Council must appoint a subdivision Approving Officer to carry out the duties pertaining to subdivision as governed by the Act. Since June 2015, the role of subdivision Approving Officer has been undertaken by Mr. Jonathan Tinney and with Mr. Craig Stenberg, Supervisor of the Land Development Section, as the Deputy Approving Officer. With Mr. Tinney leaving the City and Mr. Stenberg moving from Engineering to the Strategic Real Estate division it is necessary to appoint new Approving Officers.

Under Section 77 of the *Land Title Act*, Council may appoint any employee of the City as an Approving Officer. Once appointed by Council, an Approving Officer is the official that is responsible to independently administer provincial statutes and to use the Approving Officer's discretion to make independent decisions regarding subdivision approval. This statutory official has separate and independent jurisdiction from local government and must ensure that subdivisions are in accordance with provincial statutes, regulations and municipal bylaws that regulate subdivision and zoning.

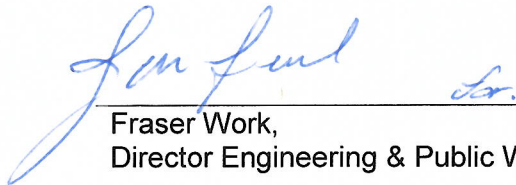
Most local governments appoint more than one employee as Approving Officer by appointing Deputy positions. This provides coverage for vacation, illness and other absences of the designated employee and allows for uninterrupted customer service.

**RECOMMENDATION**

1. That Council rescind the appointments of Mr. Jonathan Tinney as Approving Officer and Mr. Craig Stenberg as the Deputy Approving Officer for the City of Victoria.
2. That the person in the position of the Director of Sustainable Planning and Community Development be appointed as the Approving Officer of the City of Victoria.
3. That the person in the position of the Assistant Director Engineering be appointed as the Deputy Approving Officer.

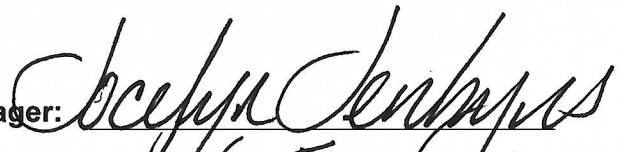
4. That the person in the position of the Supervisor Land Development be appointed as the Deputy Approving Officer.
5. That Council authorize a rise and report of the motion and release of the report at the November 22, 2018 Council Meeting.

Respectfully submitted,

  
Fraser Work,  
Director Engineering & Public Works

Report accepted and recommended by the City Manager:

Date:

  
Nov 5, 2018