City of
Burnaby

**TO:** MAYOR & COUNCIL
**FROM:** GENERAL MANAGER PLANNING AND DEVELOPMENT
**SUBJECT:** **APPOINTMENT OF APPROVING OFFICER**
**PURPOSE:** To seek Council approval to appoint an Approving Officer.

## RECOMMENDATION

**THAT** Jesse Dill, Director Development, be appointed as an Approving Officer.

## CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

I concur with the recommendation of the General Manager Planning and Development

## 1.0 POLICY SECTION

The appointment of Approving Officer aligns with the following polices, Bylaws and Legislation:

- BC *Land Title Act*;
- BC *Local Government Act*; and
- *Burnaby Subdivision Control Bylaw*.

## 2.0 BACKGROUND

Section 77 of the *Land Title Act* requires that a Municipal Council appoint an Approving Officer for the purpose of approving subdivision applications in accordance with municipal bylaws, provincial legislation and other relevant regulations. In order to provide continuity in the timely processing of subdivision applications in the City, it is necessary that an alternate Approving Officer with signing authority be appointed.

## 3.0 GENERAL INFORMATION

In accordance with the foregoing, it is recommended that Jesse Dill, Director Development, be appointed as an Approving Officer for the purpose of approving subdivision applications and be granted signing authority in this capacity.

This appointment would be in addition to the General Manager Planning and Development, and Director Neighborhood Planning and Urban Design who are also currently appointed as Approving Officers.

## 4.0    COMMUNICATION AND COMMUNITY ENGAGEMENT

Not applicable.

## 5.0    FINANCIAL CONSIDERATIONS

Not applicable.

Respectfully submitted,

E.W. Kozak, General Manager Planning and Development

## REPORT CONTRIBUTORS

This report was prepared by Johannes Schumann, Director Neighbourhood Planning and Urban Design and reviewed by Lee-Ann Garnett, Deputy General Manager Planning and Development.