

# STAFF REPORT TO COUNCIL

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**DATE:** January 30, 2023

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Deanna Wasnik, DIRECTOR OF PLANNING & DEVELOPMENT

**SUBJECT:** City of Prince George Approving Officer Appointments

**ATTACHMENT(S):** None

## RECOMMENDATION(S):

That Council:

1. RESCINDS the appointment of Ms. Natalie Payne, Supervisor of Subdivision and Building Inspection, as Approving Officer; and,
2. APPOINTS Ms. Mandy Stanker, Supervisor of Subdivision and Building Inspection, as Approving Officer.

## PURPOSE:

This report will update the current list of Approving Officer appointments for the City of Prince George.

## BACKGROUND:

Currently, the City of Prince George has appointed the following individuals in the Approving Officer role:

- Ms. Natalie Payne, former Supervisor of Subdivision and Building Inspection; and
- Mr. Alan Cark, City Engineer.

## POLICY/REGULATORY ANALYSIS:

Approving Officers are statutory decision-makers at the municipal and provincial level who ensure that proposed subdivision applications comply with relevant legislation and local bylaws. Municipal Approving Officers are appointed by Council under Section 77 of the *Land Title Act*.

Section 77 of the *Land Title Act* states the following:

- (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.

**DISCUSSION:**

Administration recommends removal of Ms. Natalie Payne's appointment as Approving Officer as her appointment is no longer consistent with Section 77(2) of the *Land Title Act*. Administration also recommends the appointment of Ms. Mandy Stanker to the Approving Officer role in accordance with Section 77(2) of the *Land Title Act*.

To sustain customer service levels for subdivision approvals, the City of Prince George will maintain the appointment of Mr. Alan Cark as a Council appointed Approving Officer. This will ensure there is adequate coverage for subdivision approvals with the City of Prince George.

**SUMMARY AND CONCLUSION:**

It is recommended that Council rescind the appointment of Ms. Natalie Payne as Approving Officer and appoint Ms. Mandy Stanker to this role.

**RESPECTFULLY SUBMITTED:**

Deanna Wasnik, Director of Planning & Development

**APPROVED:**

Adam Davey, Acting City Manager

Meeting Date: 2023/02/27