

NO: R145

COUNCIL DATE: July 22, 2024

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **July 18, 2024**

FROM: **General Manager, Planning & Development**

FILE: **1940-01**

SUBJECT: **Appointment of Two Approving Officers**

RECOMMENDATION

The Planning & Development Department recommends that Council:

1. Appoint Christopher Atkins and Curtis Scott as Approving Officers under Section 77 of the *Land Title Act*; and
2. Authorize the City Clerk to advise the Land Title Office of the changes.

INTENT

The intent of this report is to appoint Christopher Atkins, Development Planning Manager and Curtis Scott, Director, Development Planning as Approving Officers for the City of Surrey.

BACKGROUND

From time to time, it is necessary to amend the City's Approving Officers for any number of reasons, including staff departures, retirements, and job changes. The most recent change was in 2020, when there was a new manager added in the Planning & Development Department. Since that time, Christopher Atkins has taken on a managerial role, and Curtis Scott has joined the City.

DISCUSSION

Approving Officers are appointed by Council under Section 77 of the *Land Title Act* to independently exercise the duties and authority specified in the *Land Title Act* in order to consider and approve subdivision applications.

In order to provide effective and efficient approval of subdivisions, currently Ron Gill, Shawn Low, and Darren Todd are appointed as Approving Officers.

To ensure that operational requirements are met, including staff providing better service to our clients and to ensure that there is always an Approving Officer available during business hours, it is appropriate to appoint Christopher Atkins, Development Planning Manager and Curtis Scott, Director, Development Planning.

CONCLUSION

Based on the information above, it is recommended that Council appoint Christopher Atkins and Curtis Scott as Approving Officers under Section 77 of the *Land Title Act* and authorize the City Clerk to advise the Land Title Office of the changes.

Original signed by
Don Luymes
General Manager, Planning & Development