

Memorandum

Date: July 11, 2022
Submitted by: City Manager
Subject: Appointment of Approving Officers

Pursuant to section 77 of the *Land Title Act*, Council is required to appoint an Approving Officer to regulate the subdivision of land in the City of Port Moody. There is currently only one individual appointed by Council as Approving Officer for Port Moody: Jeff Moi, General Manager of Engineering and Operations.

The approving Officer is responsible for overseeing the review and approval of subdivision land and ensuring that subdivisions are in accordance with the provincial statutes of land, including the *Local Government Act*, *Land Title Act*, and *Strata Property Act*, as well as applicable City regulations such as the Zoning Bylaw and the Subdivision Servicing Bylaw.

The recommended appointments will ensure that the City always has an Approving Officer available even when someone is away from the office. Staff recommend that two additional approving officers are appointed, Kate Zanon, General Manager of Community Development, and Stephen Judd, Manager of Infrastructure Engineering Services.

Recommended resolution:

THAT pursuant to the *Land Title Act*, effective July 26, 2022, Kate Zanon, General Manager of Community Development, and Stephen Judd, Manager of Infrastructure Engineering Services, be appointed as Approving Officers for the City of Port Moody as outlined in the memo dated July 11, 2022 from the City Manager regarding Appointment of Approving Officers.

Report Approval Details

Document Title:	Appointment of Approving Officers.docx
Attachments:	
Final Approval Date:	Jul 18, 2022

This report and all of its attachments were approved and signed as outlined below:

Jeff Moi, General Manager of Engineering and Operations - Jul 13, 2022 - 1:31 PM

Lindsay Todd for Rosemary Lodge, Manager of Communications and Engagement -
Jul 13, 2022 - 2:08 PM

Paul Rockwood, General Manager of Finance and Technology - Jul 13, 2022 - 3:26 PM

Tim Savoie, City Manager - Jul 18, 2022 - 10:47 AM