

Staff Report for Decision

DATE OF MEETING JULY 07, 2025
AUTHORED BY CLAIRE NEGRIN, MANAGER, SUBDIVISION
SUBJECT DEPUTY APPROVING OFFICER

OVERVIEW

Purpose of Report

To request Council appoint a new Deputy Approving Officer. |

Recommendation

That Council approve the appointment of Barbara Thomas as Deputy Approving Officer.

BACKGROUND

Pursuant to Section 77 of the *Land Title Act*, the municipal council must appoint an Approving Officer, who is responsible for the review and approval of subdivision applications. Statutorily, the subdivision approval process is separate from Council with the *Land Title Act*, giving the Approving Officer the authority to deal with subdivision applications. To support business continuity, the City has typically appointed an Approving Officer and one or more Deputy Approving Officers.

Staff recommend that the new Manager of Development Engineering, Barbara Thomas, be appointed as a Deputy Approving Officer.

Jeremy Holm, Director of Planning & Development, will continue in his role as Approving Officer and Claire Negrin, Manager of Subdivision, will continue to act in the role of Deputy Approving Officer. |

SUMMARY POINTS

- Staff recommend that new Manager of Development Engineering, Barbara Thomas, be appointed as Deputy Approving Officer.
- To support business continuity, Jeremy Holm will continue in his role as Approving Officer and Claire Negrin will continue to act in the role of Deputy Approving Officer.

Submitted by:

Claire Negrin
Manager, Subdivision |

Concurrence by:

Jeremy Holm
Director, Planning & Development |