



COUNCIL REPORT

To: Paul Gipps, CAO

Date: February 9, 2021

From: Meg Jacks, Development Technician

Subject: **Alternate Approving Officer Appointment**

RECOMMENDATION

THAT Council appoint Mark Koch, Director of Development Services, as Alternate Approving Officer for the City of West Kelowna.

STRATEGIC AREA(S) OF FOCUS

Economic Growth and Prosperity (Strategic Plan Priorities 2020-2022).

REPORT SUMMARY

This report recommends that Council appoint an Alternate Approving Officer. The City's current Approving Officer is Development Manager, Bob Dargatz. Approving an Alternative Approving Officer would ensure coverage and continuity in the approval of subdivisions and other Land Title documentation. To appoint an Alternate Approving Officer, our client's needs can still be met in a timely manner.

BACKGROUND

The role of the Approving Officer is to make decisions regarding subdivision approvals. The Approving Officer is appointed by Council with responsibilities to independently apply provincial statutes and local bylaws regarding subdivision and uses their independent discretion in making those decisions about subdivision approval. This position is a statutory official with separate and independent jurisdiction from Council.

DISCUSSION

Bob Dargatz is the City's primary Approving Officer. In order to provide coverage for vacation relief and other absences, it is necessary to designate additional personnel. It is recommended that Mark Koch, Director of Development Services be appointed as the alternate Approving Officer. Mr. Koch has over 12 years' experience as an Approving

Officer in two municipalities, Peachland and Lake Country, as well as teaching experience in subdivision roles.

FINANCIAL IMPLICATIONS

None. The Approving Officer is a statutory position that allows for subdivision of land approvals within the City of West Kelowna.

CONCLUSION

In order to provide a high level of service to our customers, it is necessary to designate an Alternative Approving Officer. This report recommends the appointment of the Director of Development Services, Mark Koch as the alternate Approving Officer.

Alternate Motion:

THAT Council postpone consideration of appointing an Alternative Approving Officer. Further direction from Council would be requested.

REVIEWED BY

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes No