



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

## **APPROVING OFFICER COMMITTEE**

Terms of Reference

Revised August, 2014

## **PHILOSOPHY AND OBJECTIVES**

**The primary objective of the Approving Officer Committee is to provide continuing education and operational support for local government officials tasked with responsibilities for processing and evaluating subdivision applications.**

Other objectives are:

To draw attention to and emphasize best practices in the area of evaluating and processing subdivision applications.

To provide a forum for the exchange of ideas, methodologies and legal updates within local government for those responsible for processing and evaluating subdivision applications.

To provide municipal officials with toolkits/resource manuals that provide practical guidance and advice on evaluating and processing subdivision applications.

To provide advice and advocacy support to the Board of Directors of the LGMA in respect to legislative changes being proposed by the Province of British Columbia in respect to statutes relating to the authority or responsibility of statutory approving officers.

## **COMMITTEE TERMS OF REFERENCE**

- 1.** The Approving Officer Committee is established as a sub-committee of the Local Government Management Association Education Committee and shall report to same.
- 2.** The philosophy of the Approving Officer Committee is to provide continuing education and operational support for local government officials tasked with responsibilities for processing and evaluation of subdivision applications. An emphasis is placed on pragmatic professional development rather than theoretical studies. Training program content is kept current through an ongoing evaluation of course objectives and updating of materials combined with a regular rotation of instructors.
- 3.** Copies of all minutes of the Approving Officer Committee will be forwarded on a regular basis to the LGMA Education Committee.

4. The Approving Officer Committee's responsibilities shall include the following:
  - (a) Working with LGMA staff to organize and deliver an Annual Approving Officer Workshop
  - (b) Working with LGMA staff and private consultants to ensure timely updates to and maintenance of the Guide for Approving Officers for Local Governments
  - (c) Providing direction and input to the MATI School for Statutory Approving Officers program
  - (d) Facilitating networking opportunities/partnerships for approving officers
5. The Approving Officers Committee may recommend to the Education Committee: budget allocation for special initiatives or projects, terms of reference for the Approving Officer Committee, selection of members for the Approving Officer Committee, policy relating to the MATI School for Statutory Approving Officer Program, and other educational matters.
6. Costs of Approving Officer Committee member's travel for Committee business are included in the LGMA budget and are reimbursable subject to prior approval of the LGMA Executive Director.

## **COMMITTEE MEMBERS**

### **7. Composition**

The Approving Officer Committee shall consist of at least five (5) members. The Approving Officer Committee may provide the LGMA Education Committee with nominations to fill vacancies on the Approving Officer Committee. However, the Education Committee is delegated the responsibility for the appointment of members to the Approving Officer Committee.

### **8. Term of Office**

- (a) The term of office for each member on the Committee shall be a maximum of two (2) years.
- (b) The annual term of office of each member shall be from December 1<sup>st</sup> to November 30<sup>th</sup>.
- (c) An appointment to fill a vacancy on the Committee for a partial year shall not be included in calculation of the maximum two (2) year term.

**9. Selection of Chairperson and Term of Office**

- (a)** The Approving Officer Committee shall, after its first meeting after December 1<sup>st</sup> each year, select from amongst its appointed members a chair.
- (b)** The Approving Officer Committee may, after its first meeting after December 1<sup>st</sup> each year, select from amongst its appointed members a vice chair.

**10. Selection of Members**

- (a)** The following criteria for appointment to the Committee shall be deemed to be mandatory.
  - (i)** At least three members of the Approving Officer Committee shall be a statutory approving officer in a local government;
  - (ii)** At least one member of the Approving Officer Committee shall be from a municipality with a population over 50,000;
  - (iii)** At least one member of the Approving Officer Committee shall be from a municipality with a population under 5,000;
- (b)** The following criteria for appointment to the Committee shall be deemed to be desirable:
  - (i)** Balanced regional representation should be maintained on the Committee.
  - (ii)** Previous instructors and students of the MATI School for Statutory Approving Officer Program and/or Approving Officer Workshop should be given favorable consideration.
  - (iii)** Membership in the Local Government Management Association of B.C.

## **11. Ex Officio Members**

- (a)** The Approving Officer Committee may appoint additional ex officio members to act in an advisory capacity as deemed necessary from time to time.

## **12. Time Commitment**

Committee members are expected to:

- (a)** attend at least one Committee meeting each year in person or by electronic meeting;
- (b)** participate in Committee conference calls as reasonably required;
- (c)** take a lead role in one of the responsibilities identified in items 4 a-d above;
- (d)** provide reasonable time outside of meetings to assist with the development of the MATI School for Statutory Approving Officer Program;
- (e)** provide reasonable time outside of meetings to assist with technical updates to the Guide for Approving Officers for Local Governments; and
- (f)** participate in the organization and/or delivery of training workshops as reasonably required.