



**Approving Officers Workshop  
Program Agenda, Tuesday, May 16, 2017  
Penticton Trade and Convention Centre, Penticton**

**8:30 am WELCOME**  
**Facilitators: Approving Officers Committee Co-Chairs Brent Molnar, City of Langford and Ryan Smith, City of Kelowna**

**8:35 – 10:00 am CHECKLIST FOR DEVELOPING A LETTER OF CONDITIONAL SUBDIVISION APPROVAL**  
**Presenters: Brent Molnar, Manager of Land Development, City of Langford; and David Block, Director of Development Services, City of Terrace**

Setting terms and conditions for subdivision approval is the critical product developers seek from approving officers. What should go in a preliminary layout approval or statement of conditions (PLA/SOC) letter and what shouldn't? This is a topic that is covered in-depth at the week-long MATI School for Statutory Approving Officers course. This session provides a crash lesson in best practices for writing a PLA/SOC. Participants will leave with a practical PLA letter "table of contents" they can use back in their community

**10:00 am BREAK**

**10:15- 11:45 am LEGAL UPDATE**  
**Presenters: Bill Buholzer, Partner, Young Anderson**

An update on the current legal cases of interest and how they impact subdivision approval decision-making.

**11:45 am - 1:15 pm LUNCH and GUEST SPEAKER**  
**Presenter: Kim Grout, Chief Executive Officer, Agricultural Land Commission**

The mandate of the Agricultural Land Commission (ALC) is to preserve agricultural land, to encourage farming in collaboration with other communities of interest; and to encourage local governments, First Nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies. The ALC deals with approximately 150 local governments across BC with land in the Agricultural Land Reserve (ALR). The ALC supports coordinated and collaborative planning with local governments to ensure agricultural lands are protected. As the approving officer you may be asked to consider subdivisions within the ALR. What are the linkages between the work you do and that of the ALC. Kim Grout will talk about the role of the ALC and its relationship with local government, in particular as it pertains to subdivision approvals in agricultural land.

**Concurrent Sessions 1:20 – 2:45 PM**

**A. AIR SPACE PARCELS – THE FINE PRINT!**  
**Presenters: Mike Quattrocchi, Young Anderson & Ryan Smith, Department Manager, Community Planning, City of Kelowna**

Air space parcel applications are complex, messy and unique. This breakout session will dig into the considerations and questions, including a discussion around servicing, and recent court decisions relating to easements in air space parcels. The session will provide an opportunity for discussions of best practices. Participants are encouraged to bring their own specific issues and questions on air space parcels for discussion.

## **B. BASIC LOCAL GOVERNMENT REGULATORY STRUCTURE AND ROLES FOR THE MANAGEMENT OF SUBDIVISION**

**Presenters: Bill Buholzer, Young Anderson & Kate Zanon, Director of Community Services, City of Pitt Meadows**

Whether you are new to the role of subdivision approving officer, have been doing this for some time or are a treaty First Nations following a similar subdivision approval process to local governments, do you have a sound regulatory structure to effectively manage the subdivision application review and approval process? Do you know what this entails? This session will provide an overview of what bylaws and other regulations are necessary and how they provide the tools for you to effectively deal with subdivision applications. This session will help approving officers better understand the framework they work within. This breakout provides an opportunity for you to ask your questions and share common issues and concerns. Leave this session with a better understanding of what tools you need in your community to do your job!

**2:45 pm BREAK**

**3:00 – ALTERNATE ACCESS**

**3:30 pm Presenters: Tim Jowett, Deputy Registrar, New Westminster Land Title Office, Land Title and Survey Authority & Glen White, Manager of Land Development, City of Chilliwack**

Topics that will be covered in this session include:

- Lots created with access only by easement
- Common lot access

**3:30 – THE APPROVING OFFICER AND DEVELOPMENT COMMUNITY RELATIONSHIP**

**4:30 pm Facilitators: Ryan Smith & Brent Molnar**

**Presenter: Urban Development Institute representative**

You are an independent decision-maker and yet your relationship with the development community can be influenced by your council's approach to development. Because of competing objectives there are inherent tensions. This session will provide an opportunity to have a conversation about those perspectives and expectations and ways to build on processes that can enhance a stronger working relationship.