



## Approving Officers Workshop

Tuesday, June 11, 8:30 am – 4:30 pm

Westin Bayshore, Vancouver

**8:30 am WELCOME**

**Facilitators: Approving Officers Committee Co-Chairs Brent Molnar, City of Colwood; & Ryan Smith, City of Kelowna**

**8:35 – LEGAL UPDATE**

**9:35 am Presenters: Guy Patterson & Bill Buholzer, Young Anderson Barristers and Solicitors**

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

**9:35 - INFILL SUBDIVISIONS**

**10:35 am Presenters: Leah Stohmann, Deputy Director of Planning and Subdivision, City of Langford; & Ryan Smith**

An infill subdivision is the process of subdividing land into smaller parcels in a location where the subdivision pattern is already established. Infill subdivisions involve different challenges to the approving officer because there is usually a greater degree of sensitivity to surrounding neighbours. There are a number of factors that require careful consideration before a decision is rendered. Presenters will share their experiences on good practices for infill subdivisions.

**10:35 am BREAK**

**10:50 am CONCURRENT SESSIONS**

**noon 1. Phased Stratas**

**Facilitators: Ryan Smith; & David Block, Director of Development Services, City of Terrace**

- Issues that may arise where phased stratas aren't completed
- Issues that may arise when the subsequent phases come in many years after first phase

Bring your questions and challenges you've dealt with regarding phased stratas in your community.

**1. Tools Available for Putting Conditions on the Land**

**Facilitator: Brent Molnar**

Tools that may be used to minimize site alteration after subdivision approval. Subdivisions are approved with Engineered approved for construction drawings but often after subdivision has occurred individual lot development can be altered affecting things such as drainage and other hazardous conditions

- How to improve on lot grading approvals where revisions are minimized
- Latecomers & frontender agreements - Financial essentials

Bring your questions and your experiences to share with peers.

**12:00- LUNCH**

**1:00 pm**

**1:00-2:30 pm- IS THIS YOUR ROLE?**  
**Panel: David Block; Guy Patterson; & Glen White, Manager of Land Development, City of Chilliwack**

Requests for consolidation of lots, crown land subdivisions, septic approvals, DCC programs and relevance to subdivision, subdivision plans and easements relating to condominiums. These are just a few examples of the types of issues that might come your way when reviewing an application for subdivision approval. Are you confident in what falls within your authority for consideration and what is beyond it? This interactive discussion will provide an opportunity to seek clarity on your role.

**2:30-3:15 pm PLA/SOC PROCESS & APPLYING JUDGEMENT TO WHAT TO INCLUDE**  
**Presenters/Facilitators: Brent Molnar & Ryan Smith**

Approving Officers commonly use a Preliminary Layout Approval (PLA) or Statement of Conditions (SOC) letter to set out the conditions of subdivision approval. The PLA is often used as a “catch-all” document to cover conditions that may impact the subdivision approval. Sometimes the requirements specified are not relevant to the subdivision and more concerning, beyond the authority and scope of the approving officer. Walk through a sample PLA and facilitate a discussion on understanding how to apply authority and judgement based on circumstances and complexity of the application (just because you have the tools doesn’t mean you need to apply them as a condition of subdivision approval).

**3:15 pm BREAK**

**3:30 – 4:30 pm CASE STUDIES DISCUSSION**

Wrap up the workshop with a discussion of case studies that that build on the day’s discussion and learning.

**4:30 pm ADJOURN**

**Fees:** \$305 + GST (Early Bird); \$345.00 (after April 18) \* *lunch and refreshments will be provided*

**Registration:** To register online, please [click here](#), or visit [www.lgma.ca/lgma2019](http://www.lgma.ca/lgma2019) to view additional Conference event information.



Participants are invited to the “Hats Off” **President’s Welcome Reception** to help kick-off the LGMA’s Annual Conference “Focused on the Future”. Tip your hat to friends old and new. The welcome reception is being held at 5 pm on the showcase floor.