



2010 MATI –School for Statutory Approving Officers



The Local Government Management Association is pleased to announce the inaugural ***Municipal Administration Training Institute School for Statutory Approving Officers***, to be held at the Lake Okanagan Resort in Kelowna from **October 17-22, 2010**.

This week long residential program will provide participants with a comprehensive review of the duties and responsibilities of the Statutory Approving Officer along with best practices for carrying on this function.

Accommodations and meals are provided for participants.

ELIGIBILITY REQUIREMENTS: You are eligible to attend MATI- School for Statutory Approving Officers if you work in a BC local government or First Nations jurisdiction and are the Statutory Approving Officer, Deputy Approving Officer, or the primary person responsible for the evaluation of subdivision applications in your organization. Participation from provincial approving officials will be considered subject to space limitations. Registration will be accepted on a first-come, first-served basis to a maximum of 45 students. **Because of anticipated heavy demand, a maximum of one registrant per organization will be permitted.**

COST: Fees are \$1,800.00 plus 12 % HST. This includes tuition, meals, accommodation, materials, and supplies. Fees are payable by October 1, 2010. **Refunds** will be accepted until October 1, 2010, subject to a \$50 administration fee. **After October 1, 2010 there are no refunds**, however registration is transferable.

REGISTRATION BEGINS August 5, 2010 at 8:30 am
<http://www.civicinfo.bc.ca/event/mati-ao.asp>



Program Agenda

SUNDAY, OCTOBER 17, 2010

- 5:00-7:00 PM** Check in at Lake Okanagan Resort
- 7:00- 9:00 PM** **Welcome- Ron Mattiussi, City Manager, City of Kelowna Orientation Session (attendance by all participants required)**
Presenter: Elizabeth Brennan, Local Government Management Association

MONDAY, OCTOBER 18, 2010

7:30 – 8:30 AM	Breakfast
8:30- 9:45 AM	<p>COURSE OVERVIEW Presenter: Jeff Mitton, Chair, LGMA, Approving Officers Committee</p> <p>This module will provide an overview of the Approving Officer course and introduction of topics.</p> <ul style="list-style-type: none"> • History, process, consultation and course development • Objectives for the week • Overview of each module in the course
9:45 – 10:30 AM	Refreshment Break
10:00 AM - 12:00 Noon	<p>THE APPROVING OFFICER AS A STATUTORY DECISION MAKER (Part 1) Presenter: Bill Buholzer, Young Anderson Barristers and Solicitors</p> <p>This module will provide an overview of the role and responsibility of the Approving Officer and will include a discussion of responsibility for the appointment of the Approving Officer as well as the legal authority under which the Approving Officer operates. In British Columbia the land title system requires that private land title to be registered with a Land Title Office of the Land Title and Survey Authority. Parcels created through subdivision require the approval of the Approving Officer, subject to exception in the <i>Land Title Act</i>, prior to their registration. The Approving Officer for a community, whether within a municipality or in unincorporated territory, is appointed by statute and has separate independent jurisdiction to administer the subdivision process amongst other statutory authorities.</p> <p>Through the use of case studies participants will have an opportunity to develop a practical understanding of their technical, quasi-judicial and practical role in subdivision approval.</p>
12:00- 1:00 PM	Lunch



1:00 – 2:00 PM	THE APPROVING OFFICER AS A STATUTORY DECISION MAKER (Part 2) Presenter: Bill Buholzer, Young Anderson Barristers and Solicitors Continuation of morning session
2:00 – 3:30 PM	REVIEW OF SUBDIVISION APPLICATIONS- PLANNING AND LAND USE CONSIDERATIONS Presenters: Allison Habkirk, Professional Planner and Jeff Mitton, Deputy Approving Officer, City of Victoria This module will provide an overview of the subdivision application review process with a focus on understanding the relevance of local land use bylaws. It will include an overview of how local governments make decisions about land use and why that is important in the context of subdivision approval. A case study will be used to illustrate the importance of understanding land use bylaws when reviewing subdivision applications.
3:30- 4:00 PM	Refreshment Break
4:00- 5:30 PM	STRATA CONVERSIONS, PHASED STRATA DEVELOPMENTS, BARE LAND STRATA AND LEASES Presenter: TBA This module explores the unique challenges and considerations that must be taken into account when reviewing a subdivision application for a strata conversion, phased strata developments, bare land strata and leases. Items to be considered will include zoning issues, municipal housing policy (tenant plans, AO role in making policy recommendations to council), strata versus Row House, bare land strata versus fee simple – pros and cons for local government, and technical considerations.
5:30- 6:00 PM	Free Time
6:00- 7:00 PM	Dinner

TUESDAY, OCTOBER 19, 2010


7:30 - 8:30 AM	Breakfast
8:30 - 10:00 AM	REVIEW OF SUBDIVISION APPLICATIONS- SERVICING Presenters: Steve Muenz, Development Engineer Manager, City of Kelowna; Ryan Smith, Approving Officer and Development Services Manager, City of Kelowna; Mike Reiley, Approving Officer and Director of Development Services, District of Lake Country; other speakers TBA This module is the first of four that will explore the technical considerations that must be taken into account when reviewing a subdivision application. This module will focus on servicing issues and considerations (focus on fee simple and bare land strata subdivisions). A case study (with both



	typical and atypical issues) will be discussed to illustrate the issues and considerations. Discussion will cover both urban and rural situations.
10:00-10:30 AM	Refreshment Break
10:30 AM - 12:00 Noon	<p>REVIEW OF SUBDIVISION APPLICATIONS- ENVIRONMENT Presenters: Mike Reiley, other presenters TBA</p> <p>This module is the second of four that will explore the technical considerations that must be taken into account when reviewing a subdivision application. This module will focus on environmental issues and considerations (focus on fee simple and bare land strata subdivisions). A case study (with both typical and atypical issues) will be discussed to illustrate the issues and considerations.</p>
12:00 – 1:00 PM	Lunch
1:00 – 2:30 PM	<p>REVIEW OF SUBDIVISION APPLICATIONS- HAZARDS Presenters: Steve Muenz, Ryan Smith, Mike Reiley, other speakers TBA</p> <p>This module is the third of four that will explore the technical considerations that must be taken into account when reviewing a subdivision application and will focus on hazardous lands issues and considerations (focus on fee simple and bare land strata subdivisions). A case study (with both typical and atypical issues) will be discussed to illustrate the issues and considerations.</p>
2:30-3:00 PM	Refreshment Break
3:00 - 5:00 PM	<p>REVIEW OF SUBDIVISION APPLICATIONS- ADDITIONAL ITEMS Presenter: Mike Reiley, other speakers TBA</p> <p>This module is the last of four that will explore the technical considerations that must be taken into account when reviewing a subdivision application. This module will focus on a number of issues and considerations that are not naturally categorized. A case study (with typical and atypical issues) will be discussed to illustrate the issues and considerations. Topics to be covered include First Nations consultation, ALR lands, archeological issues, underground fuel tanks, heritage matters, injurious affection of established amenities, air space parcels and the use of options and/or Statutory Rights-of Way to achieve subdivision.</p>
5:00 - 6:00 PM	Free Time
6:00 - 7:00 PM	Dinner
7:00 - 8:00 PM	FIELD TRIP INFORMAL GROUP SESSION
	Orientation session for Wednesday Field Trip



WEDNESDAY, OCTOBER 20, 2010

7:30 – 8:30 AM	Breakfast
9:00 AM - 4:30 PM	<p>FIELD TRIP Presenters: Ryan Smith, Steve Muenz</p>  <p>Participants will be taken to several subdivisions in the Okanagan that have been completed. This session will provide participants with an opportunity to observe the implementation of some of the kinds of subdivision approvals that have been discussed in the classroom setting. Subdivision applications will be presented to and discussed with participants the evening before the field trip. The statement of conditions approval letter of subdivisions being observed will be reviewed while on the field trip and participants will have an opportunity to discuss other possible considerations. Please note field trip will involve some walking on uneven terrain</p>
4:30 - 6:00 PM	Free Time
6:00 - 7:00 PM	Dinner

THURSDAY, OCTOBER 21, 2010

7:30 – 8:30 AM	Breakfast
8:30 AM - 12:00 Noon	<p>LEGAL ISSUES Presenter: Lui Carvello, Staples, McDannold, Stewart, Barristers and Solicitors</p> <p>This module outlines the legal issues surrounding subdivision approval as well as case law pertaining to subdivision approval. Participants will have an opportunity to discuss legal decisions and their applicability to specific situations.</p> <p><u>Specific Items to be Considered</u></p> <ul style="list-style-type: none"> • Section 219 Covenants • Statutory Building Schemes • Land use contracts • Phased Strata Plan Subdivision • Bare Land Strata • Air Space Parcels • Agricultural Land Commission and Agricultural Land Reserve • Scope of Discretion • Public Interest • Relevant case law • Development Cost Charges • Form of tenure versus form of development <p>Note: Includes mid-morning refreshment break</p>



12:00 - 1:00 PM	Lunch
1:00 - 4:30 PM	<p>RELATIONSHIPS</p> <p>It is important to understand and provide context for how the Approving Officer “fits” within the system. Representatives from various agencies and organizations that have a relationship with the subdivision approval process will participate in a panel discussion on their responsibilities and the relevance for the subdivision approval process.</p> <p><u>Specific Items to be Considered</u></p> <p>Presentations and discussion of responsibility of specific positions and relationship to AO and the subdivision approval process:</p> <ul style="list-style-type: none"> • Association of Land Surveyors • Land Title and Survey Authority - Office of the Surveyor General; Land Title Office (role of the Registrar); Items to be discussed but not limited to: Electronic Filing System; Electronic Survey Plans; Land Title Practice Manual; Land Title Transfer Forms Guidebook • Provincial AO/Ministry of Transportation and Infrastructure • Integrated Cadastral Information Society
4:30 - 6:00 PM	Free Time
6:00 - 7:00 PM	Dinner
7:00 - 9:00 pm	<p>LEADERS ROUND TABLE</p> <p>This session involves an all-star team of subdivision approving officers and other experts related to the subdivision approval process to provide participants with an opportunity to ask questions about anything they ever wanted to know about the subdivision approval process or related topics. Speakers will include Jeff Mitton, Supervisor Land Development, City of Victoria, representative from BC Surveyor General, representative from Association of Land Surveyors, other participants TBA</p>

FRIDAY, OCTOBER 22, 2010

7:30 - 8:30 AM	Breakfast
8:30 - 10:00 AM	<p>DEVELOPING PRELIMINARY STATEMENT OF CONDITIONS LETTER Presenter: Jeff Mitton</p> <p>Participants will work individually and in groups will use the knowledge gained during the week to draft Preliminary Statement of Conditions Letters for each of the case studies presented at the beginning of the program. Participants will then have an opportunity to present and discuss their approach.</p>
10:00-10:30 AM	Refreshment Break



<p>10:30- 11:30</p>	<p>EMERGING ISSUES AND WRAP UP Facilitator: Jeff Mitton</p> <p>Through a group facilitated discussion of emerging issues and challenges, participants can address any matter covered in the course or they are dealing with or have dealt with in the course of their duty as an approving officer. This environment establishes a support network that participants can call upon when faced with issues when they return to their communities.</p> <p>Participants will be asked to consider if the Approving Officer Training Program provides the tools and knowledge for them to address the challenges they face and what additional topics for discussion for future approving officer training should be considered.</p>
<p>11:30- 12:00 PM</p>	<p>PRESENTATION OF COMPLETION CERTIFICATES Note: Please do not plan to leave Lake Okanagan Resort before 12 noon on Friday</p>

MATI School For Statutory Approving Officers Faculty 2010

- Elizabeth Brennan**, Program Coordinator, Local Government Management Association
- Bill Buholzer**, Young Anderson, Barristers and Solicitors
- Lui Carvello**, Staples, McDannold, Stewart, Barristers and Solicitors
- David Fisher**, Manager, Development Approvals, Ministry of Transportation and Infrastructure
- Allison Habkirk**- Educator, Planner, Former Councillor and Mayor Central Saanich
- Jeff Mitton**- Deputy Approving Officer, Supervisor- Land Development, City of Victoria
- Mike Reiley**, Approving Officer and Director of Development Services, District of Lake Country
- Steve Muenz**, Development Engineering Manager, City of Kelowna
- Ryan Smith**, Approving Officer, Development Services Manager, City of Kelowna
- Representatives, Land Title and Survey Authority
- Representative, Integrated Cadastral Information Society
- Representative, APEG
- Representative, Provincial Approving Officer
- Representative, Association of Land Surveyors



Directions to Lake Okanagan Resort

Traveling to the Okanagan is easy whether by car or by airplane.

