



## 2014 MATI™ - School for Statutory Approving Officers



The Local Government Management Association is pleased to announce the ***Municipal Administration Training Institute School for Statutory Approving Officers***, to be held at the South Thompson Inn and Conference Centre in Kamloops from **October 19 to 24, 2014**.

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.

**COST: Fees** are \$1,900.00 plus 5 % GST. This includes tuition, meals, accommodation, materials, and supplies. Fees are payable by September 27, 2014. **Refunds** will be accepted until September 26, 2014, subject to a \$50 administration fee. **After September 27, 2014 there are no refunds**, however registration is transferable.

**REGISTRATION BEGINS June 18, 2014 at 8:30 am**  
<http://www.civicinfo.bc.ca/event/2014/mati-ao.asp>



## Program Agenda

### SUNDAY, OCTOBER 19, 2014

- 5:00-7:00 PM** Check in at South Thompson Inn and Conference Centre
- 5:00-6:00 PM** Optional Question/Answer session with Jeff Mitton, Program Mentor and Chair, Approving Officers Committee
- 7:00- 8:30 PM** Orientation Session  
 Facilitator: Elizabeth Brennan, Local Government Management Association

### MONDAY, OCTOBER 20, 2014

<b>7:30 – 8:30 AM</b>	<b>Breakfast</b>
<b>8:30- 9:00 AM</b>	<p><b>OVERVIEW – ROLE OF THE APPROVING OFFICER</b>  <b>Presenter: Jeff Mitton, MATI Program Mentor, Chair, LGMA Approving Officers Committee and Deputy Approving Officer, Supervisor, Land Development, Engineering, City of Victoria</b></p> <p>This module will provide an overview of the role of the Approving Officer course and introduction of topics.</p> <ul style="list-style-type: none"> <li>• Context of the Approving Officer in the approvals process</li> <li>• Objectives for the week</li> <li>• Overview of each module in the course</li> </ul>
<b>9:00 AM - 12:00 Noon</b>	<p><b>THE APPROVING OFFICER AS A STATUTORY DECISION MAKER (Part 1)</b>  <b>Presenter: Bill Buholzer, Young Anderson Barristers and Solicitors</b></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 discussion of case law and best practices, participants will have an opportunity to develop a practical understanding of their technical, quasi-judicial and practical role in subdivision approval.</p> <p>Note: Includes mid-morning refreshment break</p>
<b>12:00- 1:00 PM</b>	Lunch



<b>1:00 – 2:45 PM</b>	<b>THE APPROVING OFFICER AS A STATUTORY DECISION MAKER (Part 2)</b> <b>Presenter: Bill Buholzer, Young Anderson Barristers and Solicitors</b>  Continuation of morning session
<b>2:45 - 3:00 PM</b>	Refreshment Break
<b>3:00 – 4:00 PM</b>	<b>REVIEW OF SUBDIVISION APPLICATIONS- PLANNING AND LAND USE CONSIDERATIONS &amp; REGULATIONS</b> <b>Presenter: Kim Flick, Director of Community Development, City of Vernon</b>  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 a discussion of local government land use decision-making, why it is important in the context of subdivision approval and the linkages between the processes.
<b>4:00- 5:30 PM</b>	<b>CASE STUDY PRESENTATION AND DISCUSSION</b> <b>Presenter: Rod Martin, Subdivision Development Manager/Approving Officer, City of Kamloops</b>  Case study information will be presented that will provide the backdrop for the Wednesday field trip site visit. Participants will have an opportunity to view the subdivision application information and discuss with the City of Kamloops approving officer.
<b>5:30- 6:00 PM</b>	Free Time
<b>6:00- 7:00 PM</b>	Dinner

**TUESDAY, OCTOBER 21, 2014**

<b>7:30 - 8:30 AM</b>	<b>Breakfast</b>
<b>8:30 - 8:45 AM</b>	<b>OVERVIEW OF SESSIONS</b>
<b>8:45 - 10:15 AM</b>	<b>REVIEW OF SUBDIVISION APPLICATIONS- SERVICING</b> <b>Presenters: Brent Molnar, Manager of Land Development, City of Langford</b>  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. There will be a discussion around how the approving officer makes an assessment, what questions should be asked and what are the risks and mitigations that are taken into consideration. Discussion will cover both urban and rural situations.
<b>10:15-10:30 AM</b>	Refreshment Break



<p><b>10:30 AM - 12:00 Noon</b></p>	<p><b>REVIEW OF SUBDIVISION APPLICATIONS- ENVIRONMENT</b>  <b>Presenters: Ryan Smith, Approving Officer, City of Kelowna; Damien Burggraeve, Planner, Subdivision, Agriculture &amp; Environment Services, City of Kelowna; Kelli Larsen, Senior Contaminated Sites Officer, Ministry of Environment</b></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 and will include a discussion on site profiles and contaminated sites legislation. There will be a discussion around how the approving officer makes an assessment, what questions should be asked and what are the risks and mitigations that are taken into consideration. Discussion will cover both urban and rural situations.</p>
<p><b>12:00 – 1:00 PM</b></p>	<p>Lunch</p>
<p><b>1:00 – 2:30 PM</b></p>	<p><b>REVIEW OF SUBDIVISION APPLICATIONS- HAZARDS</b>  <b>Presenters: Ryan Smith, City of Kelowna; Glen Rutherford, Senior Geotechnical Engineer, Golder Associates Ltd.; Geoff Cahill, Water Resources Engineer, Golder Associates Ltd.</b></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. There will be a discussion around how the approving officer makes an assessment, what questions should be asked and what are the risks and mitigations that are taken into consideration. Discussion will cover both urban and rural situations.</p>
<p><b>2:30 - 2:45 PM</b></p>	<p>Refreshment Break</p>
<p><b>2:45 - 5:00 PM</b></p>	<p><b>REVIEW OF SUBDIVISION APPLICATIONS- ADDITIONAL ITEMS</b>  <b>Presenters: Presenters: Mike Reiley, Director of Development Services, District of Coldstream; Brent Molnar, City of Langford; Todd Paquin, Senior Archeologist, Golder Associates Ltd.</b></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. There will be a discussion around how the approving officer makes an assessment, what questions should be asked and what are the risks and mitigations that are taken into consideration. Discussion will cover both urban and rural situations. 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>
<p><b>5:00 - 6:00 PM</b></p>	<p>Free Time</p>
<p><b>6:00 - 7:00 PM</b></p>	<p>Dinner</p>
<p><b>7:00 - 8:00 PM</b></p>	<p><b>GROUP SESSION</b></p>
	<p>Breakout by community size to discuss specific issues regarding technical considerations as they relate to case study.</p>



**WEDNESDAY, OCTOBER 22, 2014**

<b>7:30 – 8:30 AM</b>	<b>Breakfast</b>
<b>8:30 – 10:50 AM</b> (includes refreshment break)	<p><b>STRATA SUBDIVISIONS</b>  <b>Presenters: Ryan Smith, City of Kelowna; Brent Molnar, City of Langford</b></p> <p>This module explores the unique challenges and considerations that must be taken into account when reviewing a subdivision application for strata developments. Discussion will focus on what strata subdivisions are in their various forms including bare land strata, phased strata and strata conversions. Considerations will explore such things as how the approval process should attempt to ensure that the public interest is protected over phased developments that might be developed over a potentially significant length of time or not ever fully developed; and how a strata conversion may impact the rental stock in a community.</p>
<b>11:00 AM – 3:00 PM</b> (includes lunch)	<p><b>FIELD TRIP CASE STUDY</b>  <b>Host: Rod Martin, City of Kamloops</b></p> <p>Participants will be taken on a site visit of the case study presented earlier in the week. The site visit provides an opportunity to participants to apply considerations discussed in the classroom and to observe the implementation of some of the kinds of subdivision approvals that have been discussed in the classroom setting.</p> <p><b>Please note field trip will involve some walking on uneven terrain</b></p>
<b>3:00-4:30 PM</b>	<b>GROUP WORK ON CASE STUDY</b>
<b>4:30 - 6:00 PM</b>	Free Time
<b>6:00 - 7:00 PM</b>	Dinner
<b>7:00 - 9:00 pm</b>	<b>LEADERS ROUND TABLE</b>
	<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.  <b>Participants will include: Lui Carvello, Carvello Law; Jeff Beddoes, Senior Deputy Surveyor General, Surveyor General Division, Land Title and Survey Authority of British Columbia; Tim Jowett, Deputy Registrar, Land Title and Survey Authority of British Columbia; Leslie Elder, Provincial Approving Officer, Ministry of Transportation and Infrastructure; Bronwyn Denton, Association of British Columbia Land Surveyors; Rod Martin, Approving Officer, City of Kamloops; Mike Reiley, Approving Officer, District of Coldstream</b></p>



**THURSDAY, OCTOBER 23, 2014**

<b>7:30 – 8:30 AM</b>	<b>Breakfast</b>
<b>8:30 – 12:30 PM</b> <b>(includes refreshment break)</b>	<p><b>RELATIONSHIPS</b>  <b>Presenters: Bronwyn Denton, Association of Land Surveyors presenter from Association of British Columbia Land Surveyors; Leslie Elder, Ministry of Transportation &amp; Infrastructure; Jeff Beddoes and Tim Jowett, Land Title and Survey Authority of British Columbia; and presenter from development industry.</b></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>Presentations and discussion will focus on the responsibility of specific positions and the relationship to approving officer and the subdivision approval process:</p> <ul style="list-style-type: none"> <li>• Development industry</li> <li>• Role of and relationship to land survey (Association of Land Surveyors)</li> <li>• 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</li> <li>• Linkages between municipal and provincial approvals (Provincial AO/Ministry of Transportation and Infrastructure)</li> </ul>
<b>12:30-1:30 PM</b>	Lunch
<b>1:30 - 4:30 PM</b> <b>(includes refreshment break)</b>	<p><b>LEGAL ISSUES</b>  <b>Presenter: Lui Carvello, Carvello Law</b></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"> <li>• Section 219 Covenants</li> <li>• Statutory Building Schemes</li> <li>• Land use contracts; Air Space Parcels</li> <li>• Agricultural Land Commission and Agricultural Land Reserve</li> <li>• Scope of Discretion</li> <li>• Public Interest</li> <li>• Relevant case law</li> </ul> <p>Note: Includes mid-afternoon refreshment break</p>





<b>4:30 – 6:00 PM</b>	Free Time
<b>6:00 - 7:00 PM</b>	Dinner
<b>7:00 - 11:00 pm</b>	Social Gathering

**FRIDAY, OCTOBER 24, 2014**

<b>7:30 – 8:30 AM</b>	<b>Breakfast</b>
<b>8:30 - 10:00 AM</b>	<p><b>DEVELOPING A PRELIMINARY STATEMENT OF CONDITIONS LETTER</b>  <b>Presenter: Jeff Mitton, City of Victoria</b></p> <p>Participants will work as a group to develop a template statement of conditions letter and rejection letter, linking the information back to the checklists provided at sessions throughout the week and the case study work.</p>
<b>10:00 -10:15 AM</b>	Refreshment Break
<b>10:15- 10:30 AM</b>	<p><b>EMERGING ISSUES</b>  <b>Facilitator: Jeff Mitton, City of Victoria</b></p> <p>Through a group facilitated discussion of emerging issues and challenges, participants can address any matter covered in the program 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 brainstorm about emerging issues that could be considered at the annual spring approving officer workshop. As well, they 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>
<b>10:30–11:15 AM</b>	<p><b>GUEST SPEAKER-THE SUBDIVISION APPROVAL IN CONTEXT</b>  <b>Presenter: TBC</b></p> <p>Approving (or not approving) a subdivision has a permanent effect on the evolution of a community. The closing guest speaker will provide closing comments on trends of community development and the significant role played by approving officers in the local government system.</p>
<b>11:15- 11:45 AM</b>	<p><b>PRESENTATION OF COMPLETION CERTIFICATES</b>  <b>Note: Please do not plan to leave South Thompson Inn before 12 noon on Friday</b></p>



## South Thompson Inn and Conference Centre

*3438 Shuswap Road  
Kamloops, B.C., Canada V2H 1T2  
Toll Free: 1-800-797-7713  
Phone: (250) 573-3777*

***GPS setting for the Inn***  
*N-50.65421 degrees*  
*W-120.000854 degrees*

**Eastbound?** From Kamloops follow Highway #1. Take Exit #390. Turn left and left again over the Highway overpass, railway tracks and the river. Turn right after the bridge. After 5 km you will see the South Thompson Inn and Conference Centre entrance.

**Westbound?** Follow Highway #1 towards Kamloops. Take Exit #391. Turn right at Exit intersection and continue over the railway tracks and the river. Turn right after the bridge. After 5 km you will see the South Thompson Inn and Conference Centre entrance.