



MATI™ School for Statutory Approving Officers October 19-24, 2025 Bayside Oceanfront Resort 240 Dogwood Street, Parksville, BC

We gratefully acknowledge we will be gathering on the traditional territory of the Coast Salish Nations, home to the Snaw-Naw-As First Nation and the Qualicum First Nation. This gratitude extends to the many Indigenous Nations on whose territories we work, live and play.

Developed and led by local government experts and practitioners, this week-long program will provide participants with a comprehensive review of the duties and responsibilities of the Statutory Approving Officer, practical training, along with best practices for carrying out this function. Accommodation and meals are provided and arranged by LGMA.

Take advantage of this opportunity to learn alongside your peers!

Eligibility: Registration is reserved for those who work in a BC local government or First Nations jurisdiction, and are the Statutory Approving Officer, Deputy, or the primary person responsible for the evaluation of subdivision applications in your organization. Provincial approving officials are welcome. Registration is limited to 50 participants.

Register online: [MATI Approving Officers](#)

LGMA: T. 250.383.7032 E. office@lgma.ca [LGMA|Approving Officers](#)

REGISTRATION OPEN UNTIL

October 5, 2025

Fees*

\$3,130 + GST LGMA Member

\$3,415 + GST Non-Member
(include meals & accommodation)

CANCELLATIONS are accepted
without penalty before
October 5, 2025
No refunds after October 5,
however registration is
transferable

**Program participants are
eligible for 34
Planning Institute of BC
Continuous Professional
Learning (CPL) Unit Credits,
and *may* be eligible for credit
and/or requirements
for other designations per their
policies. Participants are
encouraged to reach out to
professional bodies directly.**

Registration will be accepted on
a first-come, first-served basis
to a maximum of 50 students.

Notice of Filming and Photography: When you attend this event, photography, audio, and video recording may occur. By entering the event venue, you consent to such recording media and its release, publication, exhibition, or reproduction for educational or promotional purposes. Please email office@lgma.ca if you DO NOT CONSENT to your image being used for this purpose.

Sunday, October 19

6:30 – 8:45 p.m. Registration & Welcome

Facilitators: *Leah Stohmann & David Block, LGMA Program Advisors*

This orientation outlines the learning objectives and is an important part of the program that sets out the groundwork for the course. Participants will be assigned to groups who will work together on a case study throughout the week and there will be opportunity for initial discussions.



Monday, October 20

8:00 – 8:45 a.m. Breakfast & Networking

8:45 – 9:00 a.m. Overview: Role of the Approving Officer

Speakers: *Leah Stohmann & David Block, LGMA Program Advisors*

This segment will provide an overview of the role of the Approving Officer course and introduction of topics.

- Context of the Approving Officer in the approvals process
- Overview of each module in the course

9:00 – Noon The Approving Officer as a Statutory Decision Maker (Part 1)

Speaker: *Guy Patterson, Young Anderson Barristers & Solicitors*

In BC the land title system requires that private land title be registered with an Office of the Land Title and Survey Authority. Parcels created through subdivision require the approval of the Approving Officer, subject to exception in the Land Title Act, 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.

This module will provide an overview of the role and responsibilities, including a discussion of responsibility for the appointment of the position, as well as the legal authority under which the Approving Officer operates. 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.

Noon – 1:00 p.m. Lunch

1:00 – 2:45 p.m. The Approving Officer as a Statutory Decision Maker (Part 2)

Speaker: *Guy Patterson, Young Anderson Barristers & Solicitors*

...continuation of morning session.

3:00 – 4:00 p.m. Review of Subdivision Applications: PLANNING & LAND USE CONSIDERATIONS

Speaker: *Marianne Wade, Director of Development Services, City of Courtenay*

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.

4:10 – 5:30 p.m. Introduction to the Use of a Preliminary Layout Approval Letter & Case Study

Speakers: *Claire Negrin, Manager, Subdivision/Deputy Approving Officer, City of Nanaimo & Leah Stohmann, Director of Community Planning and Climate Change, City of Langford*

Participants will be introduced to the concept of a Preliminary Layout Approval letter as the instrument for setting terms and conditions of subdivision approval. Case study information will be presented that will provide the backdrop for the Tuesday field trip site visit.

6:00 p.m. Dinner

7:00 – 8:00 p.m. Case Study Group Work

Tuesday, October 21

7:45 – 8:30 a.m. Breakfast & Networking

8:30 – 9:45 a.m. Review of Subdivision Applications: SERVICING

Speakers: *Sara Brodie, Development Engineering Supervisor, City of Campbell River & David Block, Director of Planning, City of Terrace*

This is the first of four modules that will explore the technical considerations when reviewing a subdivision application. With a focus on servicing issues, there will be a discussion around how the approving officer makes an assessment, what questions should be asked, and the risks and mitigations that are taken into consideration. The review will cover both urban and rural situations.

10:00 – 11:15 a.m. Review of Subdivision Applications: ENVIRONMENT

Speakers: *Sara Brodie, Development Engineering Supervisor, City of Campbell River & Wesley Miles, Approving Officer and Planner, City of Vernon*

This module will focus on environmental issues and considerations and will include a discussion on site profiles and contaminated sites. How the approving officer makes an assessment, what questions should be asked, and the risks and mitigations that are taken into consideration will also be covered. The review will cover both urban and rural situations.

11:15 a.m. – 4 p.m. approx FIELD TRIP: Case Study Site Visit

Facilitator: *Claire Negrin, Manager, Subdivision/Deputy Approving Officer, City of Nanaimo*

Participants will be taken on a site visit of the case study presented the previous day. This provides an opportunity for participants to consider how the information discussed in the classroom setting over the week applies in a real-life application. **Please note: field trip could involve some walking on uneven terrain; includes lunch off site.*



4:00 – 5:00 p.m.	Group Work on Case Study
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6:00 – 7:00 p.m.	Dinner
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Wednesday, October 22

8:00 – 8:45 a.m.	Breakfast & Networking
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8:45 – 11:00 a.m.	Review of Subdivision Applications: HAZARDS
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Speakers: *Wesley Miles, Approving Officer and Planner, City of Vernon & Tim Smith, Principal and Senior Engineering Geologist, Westrek Geotechnical Services Ltd*

The third of four modules exploring the technical considerations when reviewing a subdivision application, this module will discuss hazardous lands issues, the questions that should be asked, and the risks and mitigations that are taken into consideration. Discussion will cover both urban and rural situations.

11:00 a.m. – Noon	Case Study Group Work
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Group breakouts to discuss specific issues regarding technical considerations as they relate to the case study.

Noon – 12:45 p.m.	Lunch
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12:45 – 2:45 p.m.	Review of Subdivision Applications: ADDITIONAL ITEMS
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Speakers: *David Block, Director of Planning, City of Terrace & additional speaker tba*

This module will explore a number of issues in both urban and rural situations that are not naturally categorized, including:

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| • Archaeological | • Heritage Consideration |
| • Other Agency Requirements | • Social Considerations |
| • Agricultural Land | • Injurious Affection of Established Amenities |
| • Interface Farming | • Parkland Acquisition |
| • Residence for a Relative | • Shared Interests in Land |
| • Public Interest | |

3:00 – 5:00 p.m. Air Space Parcels & Strata Subdivisions

Speakers: *Leah Stohmann, Director of Community Planning and Climate Change, City of Langford & Wesley Miles, Approving Officer and Planner, City of Vernon*

This module explores the unique challenges and considerations 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. This session will include a discussion of air space parcels.

6:00 – 7:00 p.m. Dinner

Thursday, October 23

8:00 – 8:45 a.m. Breakfast & Networking

8:45 – 11:30 a.m. Legal Issues

Speaker: *Pam Jefcoat, Managing Partner, Civic Legal LLP*

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. Specific items to be considered:

- Section 219 Covenants
- Statutory Building Schemes
- Land use contracts; Air Space Parcels
- Agricultural Land Commission and Agricultural Land Reserve
- Scope of Discretion
- Public Interest

11:30 a.m. – 12:30 p.m. Lunch

12:30 – 2:30 p.m. Relationships**Speakers:***Bronwyn Denton, General Manager, AllTerra Land Surveying Ltd**Kim Grout, CEO, Agricultural Land Commission**Cliff Razzo, Provincial Approving Officer, Ministry of Transportation & Infrastructure**Chris Smith, Deputy Registrar & Dave Swaile, Senior Deputy Surveyor General, Land Title & Survey Authority of BC*

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.

2:30 – 4:30 p.m. Leaders’ Round Table**Featuring:***Bronwyn Denton, General Manager, AllTerra Land Surveying Ltd**Kim Grout, CEO, Agricultural Land Commission**Pam Jefcoat, Managing Partner, Civic Legal LLP**Leah Stohmann, Director of Community Planning and Climate Change, City of Langford & LGMA Program Advisor**David Block, Director of Development Services, City of Terrace & LGMA Program Advisor**Cliff Razzo, Provincial Approving Officer, Ministry of Transportation & Infrastructure**Chris Smith, Deputy Registrar & Dave Swaile, Senior Deputy Surveyor General, Land Title & Survey Authority of BC*

This session involves an all-star team of experts related to the subdivision approval process to provide participants with an opportunity to ask questions and have informal table discussions.

4:30 – 6:00 p.m. Flex Time / Group Work on Case Study**6:00 – 8:30 p.m. Wrap Up Celebration (6-7 p.m. BBQ; 7-8:30 p.m. Rock n Roll Jeopardy)****Friday, October 24****7:45 – 8:30 a.m. Breakfast & Networking****8:30 – 10:00 a.m. Case Study Finishing Touches****10:00 a.m. – 12:00 p.m. Developing a Preliminary Statement of Conditions Letter – GROUP PRESENTATIONS**

Facilitators: *Leah Stohmann & David Block, LGMA Program Advisors*

Groups will discuss their subdivision statement of conditions letter on the case study, linking the information back to the information provided at sessions throughout the week.

12:15 – 12:45 p.m. The Subdivision Approval in Context

Facilitators: *Leah Stohmann & David Block, LGMA Program Advisors*

Approving (or not approving) a subdivision has a permanent effect on the evolution of a community. David and Leah will provide closing comments on emerging trends of community development and the significant role played by approving officers in the local government system.

12:45 – 1:00 p.m. Presentation of Completion Certificates**1:00 p.m. End of Program. Packed lunches provided to go****Thank you to the Approving Officers Advisory Committee!**

The program was designed with the input of experienced local government practitioners:

- David Block, Director of Development Services, City of Terrace & LGMA AO Program Advisor
- Craig Broderick, Approving Officer, City of Vernon
- Bronwyn Denton, General Manager, AllTerra Land Surveying Ltd
- Claire Negrin, Manager, Subdivision/Deputy Approving Officer, City of Nanaimo
- Guy Patterson, Lawyer, Young Anderson
- Cristin Schlossberger, Surveyor General, Land Title & Survey Authority of BC
- Leah Stohmann, Director of Community Planning and Climate Change, City of Langford & LGMA AO Program Advisor
- Dean Strachan, CAO, District of Sicamous
- Audrey Tanguay, Senior Planner, City of Penticton
- Marianne Wade, Director of Development Services, City of Courtenay