



City of Delta
COUNCIL REPORT
Regular Meeting

To: **Council** File No.: **P25-18**
From: **Development Department** Bylaw No: **8547**
Date: **November 21, 2025**

Staff Appointment of Servicing Officers and Approving Officers

The following report has been reviewed and endorsed by the City Manager's Office.

▪ **RECOMMENDATIONS:**

- A. THAT first, second, and third readings be given to "Delta Development and Subdivision Standards Bylaw No. 8288, 2024" Amendment Bylaw No. 8547, 2025.
- B. THAT Jimmy Ho, Manager of Development Planning, and Mike Ruskowski, Manager of Priority Projects, be appointed as Approving Officers for the City of Delta, pursuant to Section 77 of the *Land Title Act*.

▪ **PURPOSE:**

The purpose of this report is to present proposed amendments to "Delta Development and Subdivision Standards Bylaw No. 8288, 2024" to designate Servicing Officers (Attachment A), and to seek Council's approval to appoint two additional Approving Officers for the City of Delta.

▪ **BACKGROUND:**

In April 2024, Bill 16 was adopted as part of the new Provincial housing legislation. The legislation included amendments to the *Local Government Act* to allow local government Servicing Officers to apply municipal bylaw requirements for road dedication as a condition of building permit issuance. This new authority supports the Province's initiatives aimed at streamlining approvals for the construction of new housing.

Under the *Planning and Land Use Management Regulation*, the following classes of persons are prescribed to be eligible to be designated as Approving Officers:

- Municipal engineers;
- Municipal chief planning officers or persons who are in a substantially equivalent position with a municipality;
- Some other employees of the municipality designated by the Council; and
- Persons who are under contract with the municipality.

Section 513.2(4) of the *Local Government Act* requires Servicing Officers to be designated by bylaw.

Additionally, Section 77 of the *Land Title Act* provides for the designation of an Approving Officer by resolution of Council. Approving Officers have the authority to review and approve or deny subdivision applications under the *Land Title Act*. In 2023, Tanya Mitchner, then Manager of Priority Projects, was appointed as Approving Officer, and Doreann Mayhew, General Manager, Development, was appointed as Deputy Approving Officer.

▪ **DISCUSSION:**

Servicing Officers:

The purpose of the proposed amendments to the Development and Subdivision Standards Bylaw is to designate Servicing Officers for Delta. This would enable the City to apply road dedication requirements, without financial compensation, at the time of building permit issuance. Road dedication requirements, if any, would be project specific and determined based on road classification in accordance with the Bylaw.

Staff recommend that the Director, Development, be designated as Delta's Servicing Officer with the General Manager, Development and Chief Building Official as delegates in the Director's absence. This role is important for administering building permits in pre-zoned areas and for small-scale multi-unit housing, as previously there were no mechanisms to require road dedication at the building permit stage prior to recent changes to the *Local Government Act*. This authority mirrors the authority of Approving Officers as part of the subdivision application process. This designation would not affect the City's Approving Officer ability to continue to require servicing or land dedication as part of subdivision approval, as authorized by the *Local Government Act*.

Additional Approving Officers:

To ensure operational continuity, it is recommended that two additional Approving Officers be appointed for the City. Approving Officers are appointed by Council in accordance with Section 77 of the *Land Title Act*, without a need for designation by bylaw. Jimmy Ho, Manager of Development Planning and Mike Ruskowski, Manager of Priority Projects, are recommended to be appointed as additional Approving Officers. This will enable review of subdivision applications when Tanya Mitchner, Director of Planning or Doreann Mayhew, General Manager, Development are unavailable.

Implications:

Financial Implications – The ability to require land for highway purposes at the time of building permit issuance will help ease the City's long-term finance burden by reducing the need for future land acquisitions to support road upgrades. This proactive approach would reduce reliance on taxation to fund such land acquisitions.

▪ **CONCLUSION:**

Amendments to the Delta Development and Subdivision Standards Bylaw are being brought forward to allow the appointment of the Director, Development as Delta's Servicing Officer, and the General Manager, Development and Chief Building Official as delegates in the Director's absence. It is recommended that Bylaw No. 8547 be given first, second and third readings.

It is further recommended that Jimmy Ho, Manager of Development Planning and Mike Ruskowski, Manager of Priority Projects, be appointed as Approving Officers for Delta.



Doreann Mayhew, P.Eng
General Manager, Development

Department submission prepared by: Amy Hsieh, Planner
AH/jl

This report has been prepared in consultation with the following listed department.

Concurring Department		
Department	Name	Signature
Engineering	Steven Lan	SL

▪ **ATTACHMENT:**

A. Bylaw No. 8547