
To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: September 2, 2025
Meeting Type: Regular Council Meeting

Prepared by: Matthew Salmon, Infrastructure & Development Engineering Director
Department: Infrastructure & Development Engineering

Title: Temporary Appointment of Approving Officer
Description: Appointment of Approving Officer to ensure business continuity

RECOMMENDATION

THAT Mr. Matthew Salmon, Director of Infrastructure & Development Engineering, be temporarily appointed as Approving Officer for the District of Lake Country until February 27, 2026
AND THAT Mr. Brandon Mitchell, Infrastructure and Development Engineering Department, be temporarily appointed as the alternate Approving Officer for the District of Lake Country until February 27, 2026.

EXECUTIVE SUMMARY

The Approving Officer position is currently vacant due to a period of extended personal leave. To ensure continuity in development approvals and fulfillment of statutory responsibilities under the Land Title Act, temporary appointments are required.

Under Section 77 of the Land Title Act a municipal Council must appoint a person as an Approving Officer. The Approving Officer holds a statutory and independent decision-making role and must exercise discretion based on the criteria in section 86 of the Land Title Act independently of Council.

Mr. Matthew Salmon, P.Eng., is the Director of Infrastructure & Development Engineering and also serves as the District Engineer. He is a qualified Approving Officer and well-positioned to assume the role during this interim period.

Mr. Brandon Mitchell, Development Engineer, currently oversees the subdivision application and processing systems and prepares subdivision applications for the Approving Officer's review and approval. His familiarity with these processes makes him a natural choice for the alternate appointment.

These appointments ensure uninterrupted service and compliance with legislated obligations.

Respectfully Submitted.

Matthew Salmon, Infrastructure & Development Engineering Director

Report Approval Details

| | |
|----------------------|--------------------------------------------------|
| Document Title: | Temporary Appointment of Approving Officer .docx |
| Attachments: | |
| Final Approval Date: | Sep 2, 2025 |

This report and all of its attachments were approved and signed as outlined below:

Reyna Seabrook, Director of Corporate Services - Aug 28, 2025 - 4:17 PM

Paul Gipps, Chief Administrative Officer - Sep 2, 2025 - 4:05 PM