



# **Corporate** NO: R187

# **Report** COUNCIL DATE: July 24, 2000

## **REGULAR**

**TO: Mayor & Council**    **DATE: July 4, 2000**

**FROM: City Manager**    **FILE: Regulatory Com.**

**SUBJECT: Regulatory Committee Recommendations**

## **RECOMMENDATION**

The Regulatory Committee recommends that Council:

1. Rescind the following By-laws which are obsolete relative to the on-going business of the City:
  - By-law No. 1934
  - By-law No. 1935
  - By-law No. 2031
  - By-law No. 2032; and
  - By-law No. 7097
  
2. Authorize the City Solicitor to take the necessary actions to draft a consolidated replacement by-law by merging the following by-laws into a single by-law for Council consideration:
  - By-law No. 3050 “Surrey Kennel Regulation By-law”
  - By-law No. 2279 “Surrey Regulation of Fur Farms By-law”
  - By-law No. 4362 “Surrey Bee Keeping By-law”
  - By-law No. 8369 “Sale of Turtles Regulation By-law”
  - By-law No. 4349 “Control of Pigeons By-law”
  
3. Authorize the City Clerk to include adoption of Zoning By-law Amendment By-laws and final approval of Development Permit applications and Development Variance Permit applications on Regular Council Land Use

meeting agendas which practice to become effective on September 1, 2000;

4. Approve the deferment of the signing authority for “Fireworks Permits” under By-law No. 4200 from the Mayor and City Clerk to the Fire Chief;
5. Adopt the policy titled “Policy for Scheduling Regular Meetings of City Council” attached as Appendix A to become effective in September, 2000 for use by the City Manager and City Clerk in preparing schedules of Regular Meetings of Council; and
6. Authorize the City Clerk to bring forward for Council's consideration any necessary by-laws to bring into force and effect the above recommendations.

## **PURPOSE:**

The intent of this report is apprise Council of the work of the Regulatory Committee which was formed by the Mayor as part of the Year 2000 Committee appointments and to seek Council approval for implementing recommendations of the Committee.

## **BACKGROUND:**

The Regulatory Committee which was formed by the Mayor in December, 1999 to review existing by-laws, policies, and processes of the City includes the following members:

- Mayor;
- Councillor Hunt; and
- City Manager
- City Solicitor
- General Manager, Planning and Development

Staff support to the Committee has been provided by:

- Executive Assistant to the Mayor

The objectives of the Committee were to find ways to reduce “red tape” and simplify the administration of the City to bring about improved efficiency and enhanced effectiveness in the operation of the City.

The Committee has met five times over the course of the first half of 2000 to discuss means by which to achieve the objectives for which the Committee was formed. The following discussion addresses the items which the Committee reviewed and documents the various recommendations of the Committee along with the rationale for each recommendation:

## **DISCUSSION:**

### **Elimination of obsolete by-laws:**

The Committee's first order of business was to review the City's existing by-laws. The Committee focused its attention on the regulatory by-laws with a view to determining those which are obsolete and simply cluttering the data bases of the City. By eliminating the obsolete by-laws from the City's records, the time and energy needed to find and use the remaining by-laws should be reduced which should enhance the level of service experienced by the citizens of the City and reduce the costs of City administration of the by-laws.

Based on the Committee's review, it has determined that the following by-laws are obsolete and should be rescinded by City Council. The following description includes the By-law name and number, a brief description of the by-law and the reason why the by-law is considered to be obsolete to the business of the City:

**1. By-law No. 7097 “Surrey Advisory Planning Commission By-law”:**

This by-law was adopted by Council in March, 1982 for the purpose of establishing an Advisory Planning Commission under the authority of the Municipal Act. The City has not used an Advisory Planning Commission approach for many years and, therefore, the by-law is obsolete.

**2. By-law No. 1934 “Surrey Sewerage Works No. 1 Construction and Loan By-law”:** This by-law was adopted in March, 1962 for the purpose of authorizing a loan for the construction, operation, and maintenance of sewerage works in the Port Mann area of the City. The works to which the by-law applies have long been completed and are now covered by the City's Sewer Utility.

**3. By-law No. 1935 “Surrey Sewerage Works No. 3 Construction and Loan By-law:** This by-law is similar to By-law No. 1934 except that it applies to sewerage works constructed in the vicinity of 179 Street and 60 Avenue. The work to which this by-law applies have long been completed and are now covered by the City's Sewer Utility.

**4. By-law No. 2031 “Surrey Sewerage Works No. 3 Construction and Loan By-law:** This by-law is similar to By-law No. 1934 except that it applies to sewerage works constructed in the vicinity of 179 Street and 60 Avenue. The work to which this by-law applies have long been completed and are now covered by the City's Sewer Utility.

**5. By-law No. 2032 “Surrey Sewerage Works No. 3 Construction and Loan By-law:** This by-law is similar to By-law No. 1934 except that it applies to sewerage works constructed in the vicinity of 179 Street and 60 Avenue. The work to which this by-law applies have long been completed and are now covered by the City's Sewer Utility.

**Consolidation of By-laws:**

The Committee noted in its review of the City's by-laws that in some circumstances there were several by-laws which appeared to relate to a common issue or subject. It is the Committee's view that the consolidation of such by-laws into a single by-law could assist in simplifying the administration of such by-laws and would improve both the efficiency and effectiveness of the City's administration. This should naturally lead to improved customer service as well.

Based on the Committee's review of City's by-laws, the Committee recommends that the following by-laws related to the keeping of animals in the City be consolidated into a single by-law to act as a “pilot” for determining the effectiveness of taking such action more broadly.

1. By-law No. 3050 “Surrey Kennel Regulation By-law”
2. By-law No. 2279 “Surrey Regulation of Fur Farms By-law”
3. By-law No. 4362 “Surrey Bee Keeping By-law”
4. By-law No. 8369 “Sale of Turtles Regulation By-law”; and
5. By-law No. 4349 “Control of Pigeons and Doves By-law”

The “animal keeping” by-laws have been selected since the work associated with their consolidation should not involve a significant amount of staff time but should still allow a reasonable basis for assessing the effectiveness of consolidating by-laws.

### **Council Consideration of Final Adoption of Zoning By-law Amendment By-laws and Final Approval of Development Permits and Development Variance Permits**

During its deliberations the Committee discussed the effectiveness of Council meetings with a view to determining if there were any changes which could be made to improve both the efficiency and effectiveness of Council meetings. The Committee acknowledged that Regular Council meetings on Monday nights tend to be the longest meetings of Council involving the most diverse agendas. It was Committee's view that there may be some means by which these meetings could be reduced in length and the customers of the City better served as a result.

Based on this review, the Committee recommends that Council consideration of Final Adoption of Zoning By-law Amendment By-laws and final approval of Development Permit applications and Development Variance Permit applications be included on Regular Council Land Use agendas since these applications relate to the development of land in the City and Regular Council Land Use meetings are convened exclusively for this purpose. This recommendation is not intended to over-ride the possibility of such items also being placed on the agenda for Regular Council meetings for those Mondays during the month when a Regular Council Land Use meeting is not held. The Committee noted that Regular Council Land Use meetings tend to be relatively short and as such, the placing of additional items on the agenda for such meetings would not be a burden and should assist in providing better service to the City's development industry.

### **Assignment of Signing Authority for Fireworks Permits to the Fire Chief**

During the Committee's deliberations the Mayor noted that he had responsibility for signing fireworks permits issued by the City and was of the view that such signing authority should be deferred to a City staff member. It was noted that there did not appear to be any purpose being served by having him sign such permits but that it added time to the permit issuance process.

Under the City of Surrey Fireworks By-law No. 4200, the Mayor and City Clerk are responsible for signing all permits issued by the City allowing the sale and use of fireworks within the boundaries of the City. This by-law was adopted by Council in 19?? when the City was relatively small in size and the number of fireworks permits being issued was relatively modest. This approach is no longer appropriate given the much expanded size of the City and the availability of the Mayor due to his increased responsibilities as Mayor. As such, it is recommended that the Fire Chief be formally assigned the responsibility for signing fireworks permits in place of the Mayor and City Clerk.

### **Policy for the Scheduling of Regular Council Meetings:**

Under current procedures, City Council typically holds Regular Meetings of Council on every Monday night except those Mondays which fall during the FCM and UBCM Conferences, the August and Christmas breaks and on Statutory Holidays. The Regulatory Committee reviewed this approach to scheduling Council's Regular meetings with a view to determining if there was any means by which the number of meetings of Council could be reduced without significantly affecting the on-going business of the City. Since each meeting of Council involves an extensive amount of City staff time in arranging for the meeting, preparing the agenda, preparing minutes, etc., any reduction in the number of Council meetings would free up valuable City resources to re-apply to other services being provided for the City's customers.

Based on the Committee's review of Council meetings, it is recommended that City Council adopt the policy titled "Policy for Scheduling Regular Meetings of City Council" attached as Appendix A to this report. If such a policy is adopted, it will act to reduce the number of Regular Council meetings held in a typical month by approximately 20% and should not significantly affect the effectiveness of the delivery of the City's services. It is recommended that this policy become effective on September 1, 2000.

## **SUMMARY**

The Regulatory Committee appointed by the Mayor during December, 1999 has met on a number of occasions and has formulated a series of recommendations for Council's consideration as documented in this report. The recommendations are focused on the primary objectives of the Committee's work which was to reduce "red tape" and simplify the administration of the City to bring about improved efficiency and enhanced effectiveness in the operation of the City and the delivery of services to the City's citizens.

Umendra Mital, P. Eng.

City Manager

on behalf of the

Mayor's Regulatory Committee