

THE CORPORATION OF THE DISTRICT OF BURNABY

April 24, 1964.

HIS WORSHIP THE REEVE
AND MEMBERS OF THE COUNCIL

Gentlemen:

REPORT OF THE POLICY COMMITTEE

Your Committee met on Saturday, April 18, 1964 and would recommend that His Worship, Reeve Emmott, be granted leave to travel with a Tourist Promotion Delegation from the Greater Vancouver Visitor's Bureau to Japan during the month of June. This proposed trip ties in with the recent lifting of restrictions in Japan for tourists to travel from that country. Previously, only business groups and other such delegations were permitted to leave the country for trade purposes.

Expenses, except out-of-pocket expenses, are to be borne by the Vancouver Visitor's Bureau and the Canadian Pacific Airlines are providing the transportation.

It is also recommended that 300 orchids be purchased at a cost of \$275.00, to be distributed during the tour to publicize Burnaby Municipality.

Your Committee met on Monday, April 20 to consider the 1964 Annual Budget and at the same time reviewed the position of the Approving Officer within the administrative structure.

The responsibilities of the Approving Officer have rested with the Municipal Assessor for the past ten months and while the Assessor has done a commendable job, it is your Committee's recommendation that full responsibility for subdivision control be returned to the Planning Director and Mr. Parr be appointed Approving Officer. It should be emphasized that no criticism is levelled at the Assessor in this proposal.

Three basic reasons are considered pertinent to this recommendation:

- (1) Frustration on the part of the public. Those who deal with the Planning Department on many aspects of subdivision understandably expect a straightforward and reasonably fast answer from the Department. Under the existing situation, the Department is in a position to give them an answer but is unable to do so as reference must be made to the Approving Officer, located in the Assessment Department, for final decision. This decision may involve further work or be merely ratification of work the Planning Department has carried out. Whichever the case, the unavoidable delay reflects on the competence of the Planning Department and on the Municipality as a whole.
- (2) Duplication of effort and uncertainty as to final responsibility. The present split in function encourages mistakes through duplication, difficulty of co-ordination, and lack of knowledge of the planning process. There is also time wasted through meetings which result only from the present division rather than from a basic need for such meetings.
- (3) Loss of flexibility within the Planning Department. The efficient operation of the staff in the Planning Department is jeopardized by the present situation by reason of the fact that previously the

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Subdivision clerical staff was available for other work within the Planning Department whereas, under the existing circumstances, the staff, while working in the Planning Department, is under the jurisdiction of the Approving Officer. This has a deleterious effect upon the personnel involved and is bad for public relations and for other members of the Planning Department who are required to adjust their own work to this anomolous situation.

Your Committee would also recommend that the matter of recompense to the Municipal Assessor for added responsibilities imposed over the period of his appointment as Approving Officer be referred to the Municipal Manager for consideration and recommendation.

JHS:mw