

RE: GREATER VANCOUVER REGIONAL DISTRICT
1987 DEVELOPMENT SERVICES AGREEMENT

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Director Planning & Building Inspection be adopted.

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TO: MUNICIPAL MANAGER 1986 December 09

FROM: DIRECTOR PLANNING & BUILDING INSPECTION Our file: 01.215

SUBJECT: GREATER VANCOUVER REGIONAL DISTRICT
1987 DEVELOPMENT SERVICES AGREEMENT

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RECOMMENDATION:

1. THAT Council authorize the execution of the 1987 Development Services Agreement with the G.V.R.D. incorporating the 1987 Program budget and the roles and responsibilities of the advisory committees as outlined in Schedules A and B respectively.

REPORT

1.0 BACKGROUND:

For a number of years now, Burnaby, together with the other member municipalities of the GVRD, has had an agreement with the GVRD to undertake on their behalf specified development services. Under the terms of this agreement, each municipality is to advise the GVRD, prior to August 31, as to whether it wishes to participate in the following year's program. In addition, there is provision for each participating municipality to approve the final program budget as a revised Schedule A to its agreement by November 30.

Council, on 1986 August 18, adopted a recommendation advising the GVRD that Burnaby would participate in the 1987 Development Services Program on the basis of the draft program budget, presented as Schedule A. At that time, Council was advised that possible changes to the draft program budget were being considered by the Technical Advisory Committee. Council was further advised that the final Schedule A would be forwarded for approval prior to the execution of the 1987 Development Services Agreement.

2.0 THE 1987 AGREEMENT

The Technical Advisory Committee, the Managers' Committee and the Policy Co-ordinating Committee have now confirmed that the program budget for 1987 will remain unchanged from the draft Schedule A previously submitted. The final Schedule A is attached. The budget for 1987 is \$830,800.00 with Burnaby's apportionment \$100,349.09.

In addition, the Municipality has been requested to approve the attached Schedule B as a component of the Agreement. This Schedule which outlines the roles and responsibilities of the advisory committees, is similar to the former version except for minor rewording.

Request was also made to file the mandate and responsibilities of the GVRD's Development Services function as a protocol to the Agreement. For Council's information, a copy of the protocol to the Agreement is also attached.



A. L. PARR
DIRECTOR PLANNING &
BUILDING INSPECTION

BLS/jce
Attach.

cc: Director Finance

SCHEDULE A

Development Services to be Provided by the
 Greater Vancouver Regional District in 1987

<u>Program Item</u>	<u>1986 Final Budget</u>	<u>Portion of Total Effort</u>	<u>1987 Budget Total Effort</u>
• DEMOGRAPHIC & LAND USE DATA BASE AND FORECASTS	\$135,000		\$160,000
.1 Acquire Data and Manage Data Base	55,000	5.9%	80,000 9.6%
.2 Prepare Demographic Forecasts	5,000	0.5%	20,000 2.4%
.3 Respond to Municipal & Public Requests for Information	35,000	3.8%	35,000 4.2%
.4 Monitor and Report on Regional Trends	40,000	4.3%	See Item 3.3
.5 Revise LUIS Software	n/a		25,000 3.0%
• TRANSPORTATION DATA BASES, MODELLING AND STUDIES	\$283,800		\$160,000
.1 Identify Roadway Needs	12,400	1.3%	28,500 3.4%
.2 Workshop on Regional Transportation Needs & Policies	n/a		10,000 1.2%
.3 Confirm a Regional Roadway Network for Planning Purposes	n/a		40,000 4.8%
.4 Respond to Municipal & Public Requests	n/a		20,000 2.4%
.5 Utilization of the Transportation Model and Data Bases	n/a		36,500 3.9%
.6 Goods Movement Studies	56,000	6.0%	25,000 3.0%
.7 Origin-Destination Survey	100,000	10.7%	n/a
.8 Development of the Transportation Model	115,400	12.5%	n/a

/a = not applicable

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<u>Program Item</u>	<u>1986 Final Budget</u>	<u>Portion of Total Effort</u>	<u>1987 Budget</u>	<u>Portion of Total Effort</u>
. REGIONAL DEVELOPMENT STRATEGIES	\$167,000		\$136,200	16.4%
.1 Work on Detailing Regional Development Goals and Strategies	50,000	5.4%	76,200	9.2%
.2 Employment and Enterprise Growth Initiatives	75,000	8.0%	20,000	2.4%
.3 Monitor Regional Trends	n/a	-	40,000	4.8%
.4 Minor Studies	21,000	2.3%	0	
.5 Senior Government Studies	5,000	0.5%	0	
.6 Contingency	16,000	1.7%	0	
. MANAGEMENT AND SUPPORT SERVICES	\$345,000		\$374,600	
.1 Program administration	\$131,600	14.1%	\$114,300	13.8%
.2 Office expenses, rent, computer services and share of GVRD central administrative services	213,400	23.0%	260,300	31.3%
TOTAL EXPENDITURES	\$930,800	100.0%	\$830,800	100.0%

SCHEDULE 'B'

DEVELOPMENT SERVICES ADVISORY COMMITTEES

Development services are provided by agreement to participating municipalities by GVRD staff operating under the administrative aegis of the GVRD Board of Directors. The ultimate decision-making power in respect to the services to be provided and any collective intermunicipal action to be taken lies with the municipal councils.

The purpose of the advisory committees is to coordinate municipal perspectives at the regional level as necessary for the effective management and delivery of development services.

This means:

- to ensure on behalf of the participating municipalities that the Development Services Agreement and the annual development services program produce a satisfactory service in a cost-effective way; and
- to identify areas where intermunicipal action would be beneficial and to advise municipal councils as to the appropriate forms of such action.

There are three advisory committees:

- the Policy Coordinating Committee, composed of one elected representative, usually the Mayor, from each participating municipal council;
- the Managers' Committee, composed of the Manager/Administrator of each participating municipality; and
- the Technical Advisory Committee, composed of a staff member appointed by each Manager/Administrator.

The advisory committees and the relationships among them are outlined graphically in Appendix I. The relationships are intended to replicate, as far as possible, those between technical staff, managers/administrators and councils. The advisory process applies to all items which may require coordinated decisions by participating councils, such as the annual program, amendments to the development services agreement, proposals for intermunicipal development strategy, policy options and joint action programs. Documents relating to these matters are prepared and recommended upon by GVRD staff and the comments and recommendations of the appropriate advisory committee are appended thereto.

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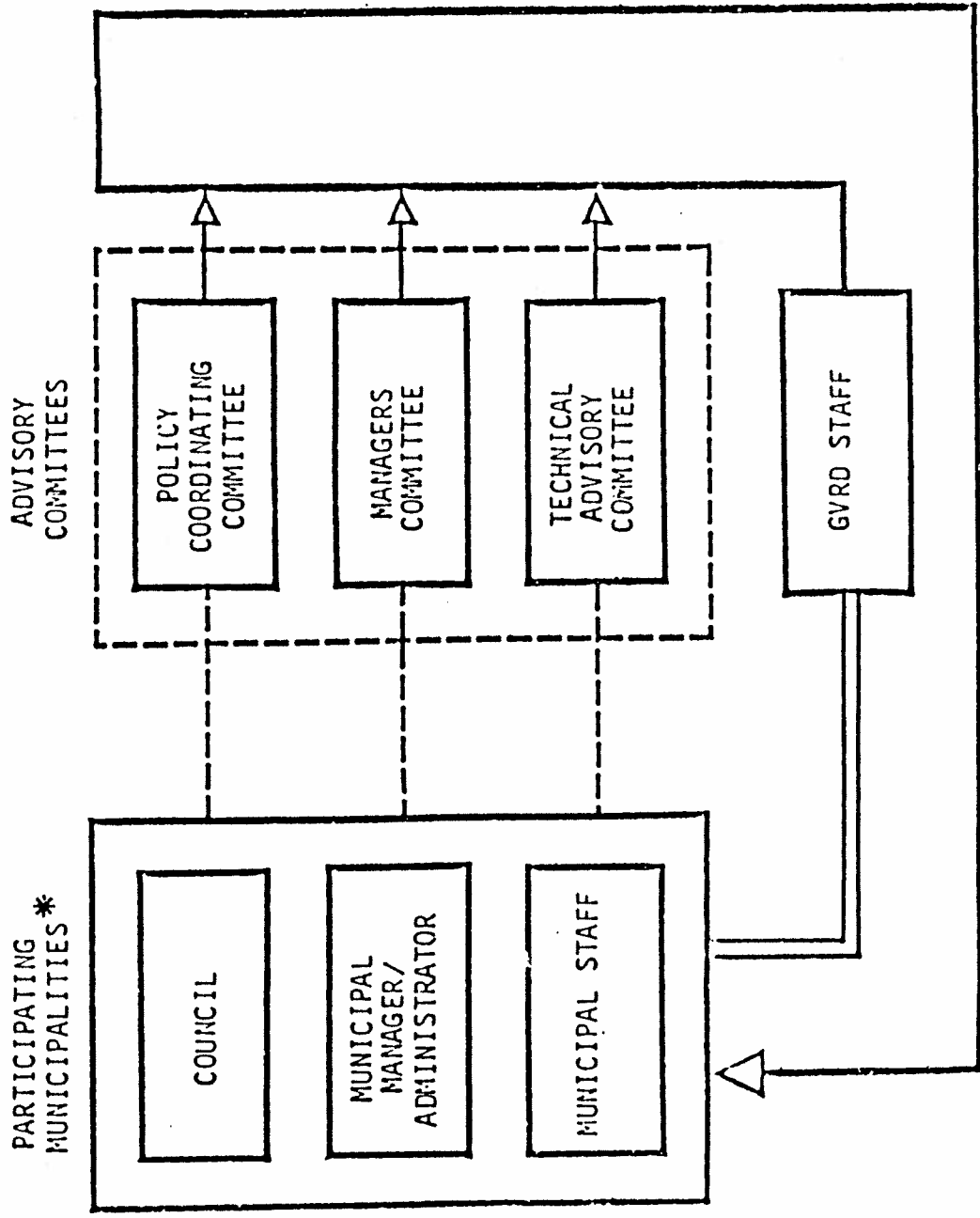
The Chairman of any Committee may be present when his or her Committee's recommendations are placed before other committees for debate. Committees may meet with other committees as required.

Detailed terms of reference for each Committee are attached in Appendices II, III, and IV. Within these terms of reference, each Committee is empowered to determine its own operating procedures. Secretarial services shall be provided to all committees by the GVRD under the development services agreement.

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APPENDIX I

Management Process
 Intermunicipal Development Services



==== = CONTRACTUAL RELATIONSHIP

———— = FLOW OF RECOMMENDATIONS/PRODUCTS

- - - - - = REPRESENTATION

* Each municipality will determine its representation on the Committees and the procedures for internal consideration of recommendations.

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APPENDIX II: Terms of Reference

Policy Coordinating Committee

COMMITTEE STRUCTURE

Composed of one elected representative appointed by the Council of each of those municipalities participating in the intermunicipal development services program.

COMMITTEE PURPOSE

The Committee reviews development services policy proposals and makes recommendations to participating councils.

RELATIONSHIP TO OTHER COMMITTEES

The Committee is advised by the Managers' Committee. In the case of policy items produced by GVRD staff under the development services agreement, the recommendations of the Managers' Committee are to be presented to the Policy Coordinating Committee with the staff report.

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Items forwarded to municipal councils for decision are to be accompanied by the recommendations of the Policy Coordinating Committee. The Policy Coordinating Committee may refer matters to the Managers' Committee for comment.

KEY RESPONSIBILITIES

The key areas of responsibility of the Committee will include:

1. Review of and recommendation on proposals for the annual work program and budget for intermunicipal development services.
2. Review of and recommendation upon proposals for major changes to the development services agreement.
3. Review of and recommendation on intermunicipal development policy papers.

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APPENDIX III: Terms of References

Managers' Committee

COMMITTEE STRUCTURE

Composed of the Manager/Administrator or chief administrative officer from each of those municipalities participating in the intermunicipal development services program.

COMMITTEE PURPOSE

The Committee represents the corporate management level of participating municipalities in the overall management and direction of the development services program and its products, processes and structures. It reviews and advises on development services matters in general, including matters to be considered by the Policy Coordinating Committee and forwarded to municipal councils for decision. The Committee advises the GVRD staff, the Policy Coordinating Committee and the Technical Advisory Committee in the performance of their functions.

RELATIONSHIP TO OTHER COMMITTEES

The Managers' Committee's recommendations are to be presented to the Policy Coordinating Committee. The Managers' Committee may refer matters to other committees for consideration.

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KEY RESPONSIBILITIES

The key areas of responsibility of the Managers' Committee include:

1. Monitoring of the effectiveness of the development services agreement and proposing necessary improvements thereto.
2. Review of and recommendation on proposals for the annual work program and budget for intermunicipal development services and the means of implementing them.
3. Review of and recommendation on reports forwarded by the Technical Advisory Committee and GVRD staff.
4. Review of requests for changes in the annual work program and authorization of minor changes.
5. Matters referred to the Committee by the Policy Coordinating Committee.
6. Final determination of which matters that should be referred to the Policy Coordinating Committee for either information or action.

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APPENDIX IV: Terms of Reference

Technical Advisory Committee

COMMITTEE STRUCTURE

Composed of one staff member appointed by the Manager/Administrator from each of those municipalities participating in the intermunicipal development services program.

The appointed staff member is responsible to take the balanced municipal view to any meeting, which will mean that he/she has the responsibility for checking with all of the appropriate municipal departments or of bringing appropriate staff from municipal departments he/she deems to be affected by item on the meeting agenda.

COMMITTEE PURPOSE

The Committee acts as a technical body to advise the GVRD staff and the Managers' Committee in the performance of their functions.

RELATIONSHIP TO OTHER COMMITTEES

The Technical Advisory Committee's recommendations are to be presented to the Managers' Committee and where it is considered appropriate by the Managers' Committee may be presented to the Policy Coordinating Committee.

KEY RESPONSIBILITIES

The key areas of responsibility of the Committee include:

1. Review of and comment upon proposals for the annual work program and budget for intermunicipal development services.
2. Periodic review of data base and other services being offered by the GVRD in the intermunicipal development services program.
3. Technical review and comment on products resulting from the annual work program .
4. Regular review of and comment upon regional development policies.
5. Review of requests for changes in the annual work program.
6. Matters referred to the Committee by the Managers' Committee.
7. Determination of those items which should be referred to the Managers' Committee or recommended that they should be referred to the Policy Coordinating Committee for either information or action.

PROTOCOL TO AGREEMENT BETWEEN MUNICIPALITIES AND THE GREATER
VANCOUVER REGIONAL DISTRICT IN REGARD TO DEVELOPMENT SERVICES
ADOPTED BY MANAGERS' COMMITTEE, NOVEMBER 6, 1986

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OBJECTIVES OR MANDATE

The objective of the Development Services function is

1. To provide information, analysis and commentary to the municipalities on matters of common interest or concern as determined by the municipalities.
2. To monitor trends and issues in Greater Vancouver and elsewhere so that the municipalities are made aware of possible issues, problems and opportunities potentially requiring municipal or intermunicipal action.
3. To provide a forum for discussion of intermunicipal issues or concerns which appear to require policy or administrative action by the municipalities.

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WAYS AND MEANS

The objectives or mandate of Development Services are achieved by:

1. Development Services' providing Managers/Administrators and staffs with the information, analysis, commentary, options, and evaluation of options to deal with the physical, economic and social development of the area and to deal with other intermunicipal issues and concerns which can benefit from the preparation and political adoption of coordinated strategies or common frameworks.
2. Development Services' providing a forum for Mayors, Managers/Administrators and staffs to discuss intermunicipal issues and related material on trends analysis, experience elsewhere, etc., through meetings of the advisory committees, task forces or special workshops.

ACTIVITIES OF DEVELOPMENT SERVICES

Development Services engages in a wide variety of activities to assist the municipal Councils, Managers/Administrators and staffs in achieving the mandate or objectives.

<u>Activity</u>	<u>SubActivity</u>	<u>Recent Examples</u>
1. Information	Data collection	Origin-Destination Survey
	Data manipulation	Commercial & Industrial Floorspace
	Data dissemination	Technical Memoranda Brochures
	Information assembly	Economy Forecasting
	Bibliographic research	Taxi Licensing
	Issue research	Municipal Productivity Data Base
	Conference attendance	Minnehada Seminar on Regional Strategy WESTAC
	Publications acquisition	20 periodicals
	Transportation Analysis	Model Calibration
	Statistical Analysis	Origin-Destination Survey
2. Analysis	Financial Analysis	
	Economic Analysis	Economy Forecasting
	Policy Analysis	Delphi Panel
	Develop Methodologies	Monitoring Economic Performance
	Trends	Place of Residence, Place of Work Bulletin Economy Forecasting
	Forecasts	
	Issues/Concerns	
	Policy Options	Implications of Prov/ Municipal Partnership Program
	Technology options	Radip Systems
	Scheduling alternatives	
Administrative or	Organizational Options	Taxi Licensing
3. Commentary		
4. Options		

5. Evaluations

Cost-Benefit Analysis

Pro-Con Analysis

Mechanism for

Organization of

Dangerous Goods Study

6. Conclusions

Weight of evidence

E911

Consequences

Hydro discounts and

other economic

legislation (1984)

ORGANIZATION OF ACTIVITIES OF DEVELOPMENT SERVICES

1. Development Services' activities consist of two main streams: core activities and projects.
2. Development Services' activities can also be divided by subject such as in relation to the physical, economic, demographic, transportation attributes of the urban system.
3. Development Services' activities are also described in terms of the resources required to carry out these activities such as labour, materials, services, overhead, etc., (items in the object of expenditure budget).
4. Development Services' activities can also be described in terms of multi-year and annual programs designed to achieve one or more of the objectives or mandate, e.g., developing a plan for the movement of dangerous goods by rail.
5. Development Services' activities should be described annually in programmatic terms for review by municipal Councils, Managers and staff. Programs should be categorized in terms of ongoing or core activities and in terms of projects. Total expenditures of the programs (up to 5 years for core activities) should be calculated and the current and last year expenditures should also be identified.
6. Activities of Development Services should be detailed in terms of object of expenditure by program.
7. Detailed activities as described in 1984, '85 and '86 under the Program and Budget headings of Regional Data Base, Transportation and Intermunicipal Policy should be discontinued in 1988. They should be used for comparative purposes only in 1987 and would be replaced by core activities and projects as the prime headings in the budget documents.

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RESOURCES FOR DEVELOPMENT SERVICES ACTIVITIES

1. A small staff should be engaged by the GVRD as to responsibility under the five year agreement to manage and carry out agreed programs established annually. This staff should be supplemented and complemented by contracted services as may be required to carry out the programs.
2. Offices for Development Services should be maintained at GVRD headquarters and GVRD common services will be used by Development Services and charged to that function on the same basis as GVRD charges its other functions.
3. Resources shall be described in and provided for annually in the amendment to Schedule A of the Development Services Agreement.

ACCOUNTABILITY AND DECISION-MAKING FOR DEVELOPMENT SERVICES ACTIVITIES

1. Accountability to the public for and decision-making on Development Services activities is a responsibility of the municipal Councils, i.e., as advised by the Manager/Administrator with the assistance of municipal and Development Services staffs.

GUIDELINES FOR STAFF

1. Consultation and discussion of intermunicipal issues and concerns which are part of the Development Services program may take a variety of forms including:

- Councils (on the advice of the Mayors and Managers/Administrators)
- Advisory Committees
- SubCommittees or Task Groups appointed for specific purposes
- informal intermunicipal workshop
- designated groups outside municipal councils and staffs, e.g., Delphi Group
- private individuals or corporations (either for fees or as a public duty).

2. The flow of materials to all participants in the Development Services activities will therefore depend on whether the matter is for Decision or Discussion. Material should be clearly labelled as such. The process of Discussion should be described in the document or in a covering memo.

3. Information items from Development Services for Councils, Mayors, Managers/Administrators, staffs, select groups and the public generally would be circulated separately from agendas. This material should be identified in the annual programs and may be the subject of consultations and discussion with Advisory Committee Chairmen prior to distribution as determined by the senior staff of Development Services.