

DEVELOPMENT APPROVAL PROCESS IMPROVEMENT TASK FORCE

TERMS OF REFERENCE

1. Mandate

- a) The purpose of the Development Approval Process Improvement Task Force is to provide Council with advice on streamlining and improving Surrey's development and permitting processes.

2. Role

The Development Approval Process Improvement Task Force will:

- a) Conduct a comprehensive review of the City's rezoning and development processes and present recommendations that would significantly reduce these timelines.
- b) Present recommendations on how to further innovate and automate with the intent to continue enhancing our digitization efforts, including further automating processes with new technologies such as the Automated Rule-Based Zoning Bylaw Compliance Tool, to remove administrative hurdles.
- c) Develop a model for best practices by establishing a framework that positions Surrey's development and permitting processes as a model of best practice for other municipalities to aspire to—incorporating sustainable practices, efficient timelines, cost-effectiveness, and a facilitative approach.
- d) The Task Force is expected to provide recommendations that can be presented to Council for consideration through regular report updates

3. Membership

The Task Force will consist of the following members:

- a) Three (3) members of City Council. One of these members must be appointed to serve as the Chairperson of the Committee. Another of these members must be appointed to serve as the Vice-Chairperson of the Committee.

- b) Two (2) City staff, comprised of the General Manager, Planning & Development and the General Manager, Engineering.
- c) Four (4) representatives from the development industry, appointed by the General Manager, Planning & Development, representing a variety of built forms in Surrey.
- d) The Vice-Chairperson will preside at any meeting where the Chairperson is absent.
- e) The term of the Task Force is until June 30, 2025, but may be extended at the discretion of Mayor and Council should timelines need to be extended for additional work, or for periodic follow-up on implementation of the Task Force recommendations.

4. General Terms and Code of Conduct

- a) **Decorum and Debate:** Task Force members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Task Force mandate, and be respectful of others' thoughts and opinions.
- b) **Authority and Reporting:** The Task Force and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference ("TOR") endorsed by Mayor and Council.
- c) **Media/Social Media:** Members of the Task Force are not permitted to speak to the media as representatives of the Task Force. Task Force members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues. It is the policy of the City of Surrey to encourage clear and effective communication with all Task Force members, stakeholders, and members of the public. Any use of social media must, as with all other forms of communication, meet tests of credibility, privacy, authority, and accountability.
- d) **Professionalism:** Task Force members who engage in activities regarding the City of Surrey or Task Force initiatives/projects and promotions are expected to maintain a respectful, constructive, and professional tone that maintains the brand consistency of the City of Surrey.

- e) Confidentiality: All new Task Force members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation. Task Force members are expected to honour and uphold the provisions as outlined within the Agreement.
- f) Surrey Requirement: All development industry Task Force members must be involved in the development industry in the City of Surrey.
- g) Conflict of Interest: City policy regarding conflict of interest applies to all Task Force members. A conflict of interest exists if a Task Force member has a direct pecuniary (financial) interest in specific development projects discussed by the Task Force. Task Force members who have a conflict of interest with a development project or projects being discussed directly, must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions.

5. Meetings

- a) Meetings will generally be held every second week, or at the call of the Chairperson.
- b) Should the term of the Task Force be extended, the frequency of meetings may be modified.
- c) Minutes of meetings of the Task Force will be recorded by the Legislative Services Division.
- d) Meetings will be conducted pursuant to the rules applicable to Committees under Surrey's *Council Procedure By-law, 2004, No. 15300*.

6. Work Plan

- a) The Task Force is expected to develop a work plan with the intent of providing recommendations for Council consideration on a regular basis until the end of the Task Force term. The Work Plan must be in line with the TOR and must outline specific targets as to what the Task Force plans to achieve while supporting the work, priorities, and underlying principles of the City of Surrey.

- b) The agreed upon Work Plan will be executed by the Task Force, with the reasonable assistance of support staff, and must contribute to the overarching goals of the City of Surrey.

7. Amending, Modifying, or Varying Terms of Reference

- a) Any request for amendment, modification, or variation to these TOR can be enacted either by way of a Task Force recommendation to Council or through specific resolution of Mayor and Council.
- b) In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master TOR document.

8. Staff Assistance

- a) Staff assistance will be provided to the Committee, as necessary, by the Legislative Services Division, and other staff, as required.

9. Authority

- a) Section 142 (1) of the Community Charter states that “A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.”
- b) Section 142 (2) of the Community Charter states that “At least one member of a select committee must be a council member.”
- c) Section 142 (3) of the Community Charter states that “Subject to subsection (2), persons who are not council members may be appointed to a select committee.”

This is a select committee as set out in Section 142 of the Community Charter.

*Approved by Council: October 21, 2024.
Revised: December 16, 2024.*