

THE CORPORATION OF THE DISTRICT OF BURNABY

PLANNING DEPARTMENT,
January 28, 1971.

Mr. H. W. Balfour,
Municipal Manager.

Dear Sir:

Re: PLANNING DEPARTMENT PROGRAM OF REQUIRED REPORTS, PROJECTS AND STUDIES.

Following consideration of the above Program, which was initially prepared in consultation with Alderman Ladner, Council, on September 10, 1970, gave its approval to proposed priority designations and directed this department to submit an updated report by January 31, 1971, including an estimate of the time required to complete the various items in the Program.


The attached updated Program provides a list of studies and reports which have been assigned to this department with an indication of the current status of each and the estimated time required for completion in man days. The priorities shown are those which were approved by the Council on September 10, 1970. Work which has been requested since that time, has not been given a priority, with the exception of those projects where specific scheduling has been established by Council.

It is considered that all of the work included in the program is required and has a high priority. The designations A, B and C have been assigned as a means of scheduling the order of the projects and studies to be undertaken. The list does not include the day to day work of the department such as rezoning, subdivision, development control, preliminary plan approval applications, consultations with public and developers, meetings with other Boards, Commissions, Committees etc., or other miscellaneous work, including that which is required for the weekly Council meetings. These items, in themselves, involve a considerable amount of work, as indicated by the estimated 35% of total staff time which is actually available for those items included in the Work Program.

In order to put the Program into perspective, a summary of the priorities and the estimated time required to be devoted to each category is also attached. In comparing the total man days required for the various projects and studies with the man days available from the existing staff on an annual basis, it is concluded that a period of 2 1/2 years will be needed to complete those items listed. This work, of course, could not be completed within 2 1/2 years since additional requests are continually being made for new reports, projects and studies.

We would request that Council review the existing priorities and provide approved priorities for those items for which priorities have not yet been established. Once this has been done we will be in a position to finalize a Program with appropriate starting dates for the individual items.

Respectfully submitted,


A. L. Parr,
DIRECTOR OF PLANNING.

RBC:ew
att.
c.c. Municipal Clerk
Senior Planner

MANAGER'S REPORT
(Supplementary)
Item No. 9

THE CORPORATION OF THE DISTRICT OF BURNABY

PLANNING DEPARTMENT WORK PROGRAM OF STUDIES OR REPORTS (JANUARY 28, 1971)

STUDY ITEMS	INITIATED	APPROVED	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
		PRIORITY				
		A				
		B				
		C				
<hr/>						
I.	<u>APARTMENT STUDY IMPLEMENTATION</u>					
(1)	Community Plan #8 (Smith-Canada Way -- Area "I")	Council	A1	Draft completed	Report to Council	7
(2)	Community Plan #9 (Brentwood-Area "D")	Council	A1	In progress	Report to Council	32
(3)	Community Plan Imple- mentation Study	Council (June 15/70)	B		Study required of possible methods to facilitate imple- mentation of plan proposals and to protect the Municipal interest in Community Plan areas.	20
(4)	Town Centre - Core Area Studies	Council (Follow up to Apt. Study '69 Report, June/69)	C		Detailed plans for town centre areas - linked to community plans and to proposed Commercial study.	180

STUDY ITEMS	INITIATED	APPROVED	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
		PRIORITY				
		A				
		B				
		C				
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II.	<u>HOUSING, RESIDENTIAL DEVELOPMENT & POPULATION</u>					
(1)	Group Housing Study	Council (Follow-up to Apt. Study '69 Report, June/69)	A2	Draft report prepared.	Review and discussion by staff to be followed by report to Council.	15
(2)	Designation of Single Family Residential Development Areas	Related to II (1) above.	B	In progress	Designation of areas for further review.	5
(3)	Senior Citizens' Housing Location Analysis report	Housing Committee	A3	Draft report prepared.	Staff review to be followed by report to Council.	48 (includes Item (4))
(4)	Senior Citizens' Housing Questionnaire	Related to II (3) above.	A3	Questionnaire under preparation.	Requires review of Item #(3) above.	--
(5)	Mobile Home Study Follow- up -Tourist Trailer Facility Review	Council	Not yet es- tablished.	Council on Dec. 7/70 rejected APC recom- mendation against pro- vision of facility. Will consider future pro- posals.		19

STUDY ITEMS	INITIATED	APPROVED	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
		PRIORITY				
		A				
		B				
		C				
II.						
(6)	Student Housing Location Study	Housing Committee and Y.M.C.A.	B	Study holding, pending Council decision re: availability of Municipal Lands.	Letter sent to Mayor outlining current status	40
(7)	Population Study updating	continuing	B		Requires biennial review	To be used for general planning C.I.P. and Community Development information revision
						5 per year
(8)	Housing Study	Housing Committee.	A3	A modified housing study to determine need.	Report to Council	Related to items #(8) and #(9) is request of Housing Com. (July 16/79) that we recommend areas, tracts of 6 - 10 acres for low cost housing - see memo of July 17/70 from Housing Committee.
						10

STUDY ITEMS	INITIATED	APPROVED	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQD. IN MAN DAYS
		PRIORITY				
		A				
		B				
		C				
<hr/>						
II.						
(9)	Burnaby Public Housing	Council	B		Implementation of development on proposed sites. Determination of possible additional sites.	40
(10)	School provision for Stoney Creek Housing Study (Lake City East area)	School Board	A1	School location and timing still to be determined.		3
(11)	Housing Proposal (Wedgewood Site)	Housing Committee	B	Servicing costs to be obtained and report prepared for Committee.		30
(12)	Senior Citizens Recreation Centre	Council	Not yet established.	Preliminary dwgs. prepared. Grant from Province being investigated.	Report to Council	6
(13)	Kiwanis Housing	Kiwanis	Not yet established.	Presentation to be made to Housing Committee.		10

STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQD IN MAN DAYS
		A B C				
III. <u>PARKS & COMMUNITY FACILITIES (SCHOOLS, LIBRARIES, ETC.)</u>						
(1) Review of School Enrolment Estimates and Park Needs in developing areas	Continuing	A1	In progress	Maintain liaison with School Board and relate to school and park development programs.	Prepared data will determine feasibility of development programs in some areas.	10 per year
(2) Stoney Creek Park/School Site	Park and School Boards	B	Land allocation between park and school under study.	Complete study and obtain approval of Boards		10
(3) Library site - Kingsway-Willingdon area	Library Board & Council	A1	Site "D" on Willingdon south of Kingsway tentatively approved, but look at alternatives requested.	Possibility of including library facility in comprehensive development scheme being negotiated.		2
(4) Park Acquisition Program	Parks & Recreation Commission (continuing)	B	Program prepared for consideration of Parks and Recreation Commission.	Presentation to Board and implementation of approved program.		20 per year
(5) Fire Hall Study	Council	A	Draft prepared	Preparation of updated version of original Fire Hall report of 1961		15
(6) Burnaby Lake Park Plan	Council	C	Committee established by Council (Nov. 2/70) staff to work with Committee.	Short and Long Range plans for Burnaby Lake Park development including clarification of Municipal and Regional responsibilities.		80

STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
		A B C				
III.						
(7)	Park and School Atlases	Park and School Boards	C	In progress	Needed for Park and School development programs.	40 + 10 per year
IV. <u>COMMERCIAL & INDUSTRIAL DEVELOPMENT</u>						
(1)	Commercial Study	continuing	B	Inventory of existing development completed in summer of 1969. Data has been brought up-to-date and draft report prepared. (Sept./70)	Analysis of data and development of statistical material as a basis for plan preparation.	Study will determine extent of core areas as a basis for future planning - will tie in with Community Plans
(2)	Industrial Land Study	continuing	C	Maps and inventory prepared in 1968 for general public use.	Updating of material	20 + 10 per year
V. <u>AREA & MAJOR LAND STUDIES</u>						
(1)	Cariboo Study Area	Council	A2	Draft report completed.	Finalized report to be presented to Council	20
(2)	Willingdon-Moscrop Area (Land Assembly Area)	Housing Committee	A1	Plan submitted to Housing Committee. Lease arrangement proposed. Committee to meet with Forglan residents.	Final recommendation to Council.	20

STUDY ITEMS	INITIATED	APPROVED	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D
		PRIORITY				IN MAN DAYS
		A				
		B				
		C				
V. (3) Strike Avenue Area	Council (July 27/70)	A1	Land exchange proposal submitted to Manager. Council approved report on basic land use proposals.	Detailed plan required for area.		65
(4) Lyndhurst-North Road Lougheed Area	Council	A3	Road plan approved by Council.	Finalizing of plan details		9
(5) Municipal Land Sales Study	continuing	A3	Final report being prepared.	Review of final report and submission to Council.		35 + 20 per year
(6) Area Studies (Municipal Lands)	Planning Dept.	C		Follow-up report to Municipal Land Sales Study and plan proposals in areas of large Corporation holdings.	Scale and guidelines to be influenced by Land Sales Study Proposals.	315
(7) Second Street Study	Council	C		Completion of the Stage II program (Implementation by Parks).		3
(8) Deer Lake Area Community Plan	Council	C		Development Plan for Deer Lake Area		40
(9) Vacant Land Study	continuing	C		Preparation of data and report on vacant land (privately owned). Similar to Municipal Land Study.	Will provide basis for future planning and Master Plan Development.	109 + 10 per year

	STUDY ITEMS	INITIATED	APPROVED	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
			PRIORITY				
			A				
			B				
			C				
V.							
(10)	Burnaby Land Use Study	continuing	C	Map completed - preparation of supporting data required.	Requires periodic updating.		10 per year
(11)	Central Area Study Stage I	Council	B		I. Development plans for current period.		I. 2
	Stage II		C		II. Later stages to reflect future plans as envisaged in conceptual studies.		II. 32
(12)	Forest Lawn Cemetery Study	Council (Jan. 11/71)	Not yet established	Council agreed to proposal for removal of 50 acres from current use on west side of cemetery.	Examination of use of this area needed.		10
(13)	Aubrey - Phillips and Hastings - Phillips Area Studies	Council (May 11, 1970)	A1	In progress	Major policy decisions required by the Council on "Urban Structure" report before these studies can be completed.		30
(14)	Big Bend Area Study	Council (Dec. 21, 1970)	A1	Council approved outline for two stage study of area. (Jan. 11/71).	Report to Council on alternative land uses to be followed by development plan.		185
(15)	10th Ave.-15th St. Area (Truck Traffic on 10th Ave.)	Council (Jan. 18/71)	Not yet established	Council approved retention of R Zoning.	Preparation of plan and resolution of traffic problems.		75

	STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
VI.	<u>ROAD, STREET & TRAFFIC STUDIES</u>						
(1)	Scenic Highway Location (near Edinburgh and Gilmore)	Council	A1	Subject to land exchange		Related to Standard Oil tank location proposal	30
(2)	Scenic Highway Location (Eton and Rosser)	Council (Related to VI (1) above)	A1	Further consideration necessary for overall plan for area and road location	Preliminary alignment of Scenic Highway has been established in this vicinity.	Involves possible future land exchange and site development of Standard Oil property.	30
(3)	Major roads related to Stride Avenue Area Development	Council (July 27/70)	A1	Preliminary plans and profiles of 10th Ave. extension to Marine Dr. prepared. Sketches prepared relating roads to possible land development.	Decision required as to which of the major road routes to be adopted.	Decision on routes will have a major impact on future development in area related to proposed future land use pattern.	40
(4)	Burnaby Transportation Study	Council	A2	Consultant's report in final draft form.	Review final draft and recommendations related to Burnaby development concepts.		10
(5)	Parking for Small Businesses	Council	B	In progress in cooperation with Engineering Dept.	Completion of data collection and initiation of analysis	Will be combined with apt. area parking study.	55
(6)	Willingdon Avenue Extension, Kingsway to Imperial	Council	A1		Report required to Council on justification for proposed extension.		25

MANAGER'S REPORT
(Supplementary)
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STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARK	TIME REQ'D IN MAN DAYS
VI.						
(7) Major Road Plan		C		Development of overall plan for major roads following Council consideration of Urban Structure Report.	Related to Item VI(4)	455
(8) Review of Road System (Boundary-Grandview area)	Council	A2	in progress	Preparation of report for Council		35
(9) Sidewalk Study (related to schools)	Traffic Safety Committee	A2	In progress			35
(10) Review of overall traffic pattern in the Grange Area.	Council (Jan. 18/71)	Not yet established				25
(11) Hastings Street Extension (finalisation of location for land acquisition purposes).	Council	A1	In progress			20
(12) Boundary Road Widening	Council	A1		Report for Council		15

VII. C. I. P. STUDIES AND RELATED RESEARCH

(1) Municipal Land Assembly, Servicing and Sales Program	Council	A1	Overall policy report on Land Acquisition Sales & Servicing approved in principle.	An extension of the overall report on land acquisition, sales and servicing to be presented to Council, with timing of priorities for the next 6 years.	Surveying, supply of services, land acquisition, road cancellations, etc. In connection with the current D.L. 86 Subdivision are being followed and monitored in a workable sequence. A similar approach will be taken with future municipal subdivisions.	112
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UDY ITEMS	INITIATE	APPROVED PRIORITY	CURRENT STATU	REQUIRED ACTION	REMAR	TIME REQ'D IN MAN DAYS
VII. <u>C.I.P. STUDIES AND RELATED RESEARCH</u>						
(1) continued. Municipal Land Assembly, Servicing and Sales Program			Recommendations in reports requesting Council authority for acquisition of specific key properties in 1971 approved and properties are ready for or under negotiation.	Further reports requesting Council authority for specific key property acquisitions to be submitted from time to time to implement the priorities.	The detailed program for one municipal subdivision(Part of D.L. 86) is now being followed. A similar detailed program for a second subdivision (within the Cariboo area) is in course of preparation, and further programs will be developed for future municipal subdivisions.	
				A report on all expenditures and receipts to and from the Tax Sale Monies Fund is under preparation. This is to be updated quarterly.		
				An investigation to be made regarding what would be involved in setting up a continuous record, through the use of maps, of all acquisitions and sales of municipal lands. Such maps would show the purpose of all acquisitions(Parks, roads, general municipal purposes etc.) together with dates and prices.	This would, if practical make possible a visual appreciation of the pattern of municipal land development.	

STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
VII.						
(2) Development of Information System.	C.I.P. Committee	B	A draft land use classification list has been prepared and reviewed with the Assessment Department.	As a result of further study, amendments and abbreviations to the draft to be made and reviewed again with Assessment Dept. The revised draft to be forwarded to other departments for comment and a final system to be drawn up following any needed adjustments.		116
			A list of other information required by Planning, Building and Engineering has been developed following discussion with these departments. The revised list was forwarded then to other departments for comment.	Adequate time has been allowed for comments. Some amendments and then final review of the data lists will be undertaken.		
			A system to be devised for obtaining all required current data and keeping it up to date. This to be prepared and reviewed with Data Processing Dept.	This will be put into effect immediately following final approval of the data lists.		

STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
VII. (2) Development of Information System.					A program to be prepared for entering all required earlier data into the system.	This will be a long range project. Back data will be accumulated on a gradual basis.
(3) C.I.P. Major Roads, etc. 1971 - 1976.	C.I.P. Committee	A1	Review undertaken of running list of Major Road Projects not in 1970-1975 C.I.P. New projects added into new C.I.P. draft of major roads, and re-scheduling of approved projects due to changed circumstances. Draft report for 1972 - 1976 C.I.P. reviewed by Committee.	Further review and amendments to 1971 and 1972-1976 major road program resulting from (a) Forthcoming Provincial Local Improvement Loan. (b) Changes in financial responsibility resulting from impending city status. Process of additions, re-scheduling and review of major road projects to be undertaken starting in the fall, for the 1972 - 1977 C.I.P., along the lines used for the 1972 - 1976 C.I.P. (See column to immediate left).		112

STUDY ITEMS	INITIATED	APPROVED PRIORITIES	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
VII. (3) C.I.P. Major Roads etc. 1971 - 1976 - continued.			A report allocating each 1971 C.I.P. Project (including major road projects) a priority, arrived at by the application of specific criteria. Report reviewed by C.I.P. Committee.	Report to be prepared to revise criteria with a view to more systematic allocation of priorities.		
			C.I.P. Administration(see adjacent column to right)	Arranging and recording meetings, correspondence, obtaining of estimates, forwarding of updated demographic data to departments etc., is done on a continual basis.		
VIII.	<u>CONCEPTUAL STUDIES AND MASTER PLAN DEVELOPMENT</u>					
(1) 'Urban Structure' Report	Council	A1	Report with printers.	Present to Council		5
(2) Conceptual Studies (Stage II)		B	Reports will be required following Council decisions on item VIII(1)	Establishment of master plan policies and development programs.		1,050
(3) Master Plan and Conceptual (Stage III) Studies		C	Reports will be required following Council decisions on item VIII(1)	Detailed quantification of long-range planning, detailed design of metro towns, public relations to attract developers in order to implement plan proposals and objectives.		Not known.

	STUDY ITEMS	INITIATED	APPROVED PRIORITIES	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
IX.	<u>MUNICIPAL DEVELOPMENT BY-LAWS - ZONING RESEARCH AND STUDIES</u>						
(1)	Sign By-law	Council	A2	Draft by-law prepared. Comments requested from other depts. Report being prepared for printing.	Submission of report to Council.		10
(2)	Subdivision By-law	Council	C	Submitted to Council.			7
(3)	Auto Court By-law Review	Council	C	Preliminary work carried out.	Development of existing By-law changes and revisions		10
(4)	Building Line Standards Review	Council	C		A study required of possible removal of the "R" zoned setback strips on Loughheed and Douglas, and their replacement by appropriate building line standards.		10
(5)	Mobile Home Park Bylaw and Zoning Standards	Council (Jan. 25/71)	Not yet established.				45
(6)	Review of Industrial Zoning Standards (Winston Street and Big Bend Areas)	Council (Dec. 21/70)	A1	In progress	Report to Council with recommendations on uses and standards.		60

	STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
IX.							
(7)	Review of Parking Standards in C3 zoned major core areas	Planning Dept. Proposal.	B		Research required into the possible effects of reducing standards to encourage development at higher densities within core areas.		65
(8)	Review of Zoning By-law Landscape Provisions	Planning Dept. Proposal.	C		Recent court action suggests need for review to determine possibility of providing more specific requirements.		5
(9)	Study of Balconies as Usable Open Space in RM Zones.	Council	A3		A review was suggested by Council during discussion of Apartment Study 1969 proposals.		4
(10)	Report on Regulations between conflicting land uses.	Council (Dec. 14/70)		Not yet established.	Report required for Advisory Planning Commission.		5
(11)	Zoning By-law Index	continuing	C		Preparation of index for By-law		10
X.	<u>SPECIAL PROJECTS</u>						
(1)	Parking Study	Council	A1	Draft report prepared originally by John Hutchinson.	Updating of draft and preparation of final report.	A comprehensive parking study with particular emphasis on apartment areas.	45

	STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
X.	<u>SPECIAL PROJECTS</u>						
(2)	Design Panel Review	Council	B	Proposals included in Apartment Study 1969 report (June/69)	Final determination of the advisability of pursuing this subject in the future.		13
(3)	Tourist Commercial (Motel) Study	Planning Dept. Proposal	C		Report required on existing facilities, demand, problems, suitable locations, etc.		40
(4)	Winston Street Study (Report on possible measures to reduce land use conflict in area)	Council (Dec. 14/70)	A1	In progress	Preparation of report for Council.		4
(5)	Municipal Hall Additions Review	Council	A1	Committee formed to deal with this subject.			12
(6)	S. F. U. Boundary Study	Council	Not yet established.				15
(7)	Dept. of Highways Works Yard site (see memo of Nov. 18/69 from Manager.)	Highways Dept.	"	Alternative sites proposed to Highways Dept.	Decision on suitable location and report to Council.		13
(8)	Central Area Convention Centre	Council	Not yet established.	Committee formed to explore possibilities of such a centre.	Research required on possible locations and facilities to be included.		5

	STUDY ITEMS	INITIATED	APPROVED PRIORITY	CURRENT STATUS	REQUIRED ACTION	REMARKS	TIME REQ'D IN MAN DAYS
X.	<u>SPECIAL PROJECTS</u> - continued						
(9)	Study of alternative sites for halfway houses.	Council (Nov. 16/70)	Not yet established.	In progress			6
(10)	Community Development Information Brochure	Council (continuing)	B	Completed	Will require annual an- nual revision		10 days per year.

MANAGER'S REPORT
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SUMMARY OF PRIORITIES AND TIME REQUIRED

APPROVED PRIORITY	MAN DAYS REQUIRED TO COMPLETE PROGRAM ITEMS	
A1	874	
A2	140	
A3	196	
TOTAL A PRIORITY	1,210	1,210
B	1,616	
C	1,427	
TOTAL B and C PRIORITY	3,043	3,043
Not yet established	225	
		<u>225</u>
		TOTAL - 4,478
		MAN DAYS.

Available man days per year = 1,850
 (equivalent to 7 or 8 staff
 members working full time
 on the program)
 TOTAL TIME FOR LISTED = 4,478
 PROJECTS WITH EXISTING
 STAFF. 1,850

= approximately 2 1/2 years