

ITEM 11
MANAGER'S REPORT NO. 45
COUNCIL MEETING June 17/74

Re: Burnaby Planning Information Program

Following is a report from the Director of Planning regarding the subject program whereby information would be sent to neighbourhood groups that are interested in matters pertaining to the planning and development of their respective areas.

RECOMMENDATION:

THAT Council adopt the Burnaby Planning Information Program as detailed in the Planner's report; and

THAT a copy of this report item be forwarded to the Department of Municipal Affairs.

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PLANNING DEPARTMENT
JUNE 13, 1974.

MR. M. J. SHELLEY,
MUNICIPAL MANAGER.

Dear Sir:

RE: BURNABY PLANNING INFORMATION PROGRAM
(FORMERLY CALLED PLANNING INFORMATION
SUBSCRIPTION SYSTEM)

On 28 January, 1974 Council received a report on the various ways that the public are notified of a rezoning Public Hearing. The direction from Council to prepare this report was the result of some complaints received from Burnaby citizens concerning the lack of adequate notice of Public Hearings on rezoning proposals.

In the 28 January report, it was recommended, among other things, that a subscription system be initiated whereby local neighbourhood groups who are interested in the planning of the Municipality could subscribe on a yearly basis to receive notice of Public Hearings in their area and other general planning information. On 28 January, Council endorsed the concept of the Subscription System and authorized the Planning Department, in conjunction with the Municipal Clerk to organize the system.

The Subscription System has now been organized as directed by Council and has been re-named the Burnaby Planning Information Program. Moreover, summer student staff are presently available to properly initiate the Program. Consequently, following is a summary of the system as organized. This summary is presented to Council prior to initiation of the Program that was formally endorsed by Council and is presented at this time for Council's information.

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BURNABY PLANNING INFORMATION PROGRAM1.0 INTENT:

The intent of the program is to provide a channel whereby the Notice of a Public Hearing for rezoning and other pertinent planning information for the Municipality can be distributed to interested Citizens' Groups. A specific emphasis will be placed on providing Public Hearing notification on a local area basis to Neighbourhood Groups, but the Program will also provide for distribution of other requested materials to all groups expressing interest.

2.0 INITIAL REGISTRATION:

Groups will record their wish to participate in the Program at the offices of the Planning Department. At the time of registration, a Planning Department staff member will hold discussion with a spokesman for the applicant Group toward the definition of specific areas of interest on which the Group will require planning documents and related information. These areas of interest may be defined in either a geographic sense or along topical lines (i.e. by subject).

If a Group desires notification of Public Hearing for rezonings, the spokesman for the Group will specify a concrete geographical area for which notice of Public Hearings for rezonings within the area will be forwarded to the Group on an ongoing basis. The established "neighbourhood planning areas" can be utilized in this regard. Moreover, because of the procedural difficulties involved in massive individual notice of Public Hearings, an attempt will be made to limit the specified "neighbourhood planning areas" to one or two except in unusual circumstances.

3.0 STRUCTURE OF PUBLIC HEARING NOTIFICATION:

- 3.1 At the time of initial registration the Citizens Group will specify as its physical area of interest, one or two of the "neighbourhood planning areas".
- 3.2 The Groups (noted by name of Group and name and address of Group spokesman) will be listed on an area basis and these lists will be forwarded to the Municipal Clerk. During the year, the lists can be updated by memo from the Planning Department but new lists must be issued (based on a new set of registrations and formal renewal) in January of each year.
- 3.3 On each rezoning first report to Council, the "neighbourhood planning area(s)" in which the proposed project is located will be noted for use by the Municipal Clerk.
- 3.4 The Municipal Clerk will send one standard notice of Public Hearing (including the relevant reports to Council on the matter, maps, etc.) to each Group included in the list for the relevant "neighbourhood planning area" at the time other notices of Public Hearing are distributed as required by bylaw.
- 3.5 The Citizen Group will then distribute the notice of Public Hearing using its own methods, structures and resources.

4.0 DISTRIBUTION OF GENERAL PLANNING INFORMATION:

The Planning Department will handle all distribution of general planning information. This will include a specific body of documents agreed upon by the Planning Department and the Citizens Group at the time of initial discussion as well as additional documents, distributed on an ongoing basis as they become public.

5.0 REGISTRATION FEE:

A standard fee of \$25.00 will be assessed at the time of registration. For this fee the Group will be entitled to one copy of each document distributed. Should additional copies be required by the Group, these copies will be forwarded by the Planning Department at the standard cost per copy normally assessed for each individual document. A new fee will be assessed each year for renewal of the subscriptions.

6.0 INITIATION OF THE SUBSCRIPTION PROGRAM:

6.1 All known Citizens Groups within the Municipality will be notified by letter by the Planning Department regarding the Burnaby Planning Information Program.

6.2 A number of newspaper advertisements, in a heavily read section of the regional newspapers, will be undertaken to announce the program to the public.

6.3 The details of the Program will be included in the next reprinting of The Burnaby Book.

6.4 The announcement of the Program will be posted in an accessible position at the Burnaby Branch Libraries and details of the Program will be included as a feature in one or more of the issues of the library newsletter.

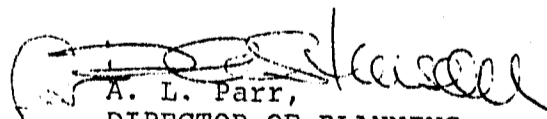
6.5 Through the Mayor, a press release will be issued announcing the Program and giving details and informal press coverage will be solicited through other avenues where possible.

6.6 Notices will be posted in other public places throughout the Municipality.

7.0 REVIEW:

A review of the procedure as finally established will be undertaken after a one year period and procedural changes will be instituted as required.

Respectfully submitted,


A. L. Parr,
DIRECTOR OF PLANNING.

LBB:bp