

Re: PLANNING INFORMATION PROGRAM
(Item 31, Report No. 7, January 28, 1974)
(Item 11, Report No. 45, June 17, 1974)
(Item 3, Report No. 29, April 21, 1975)

Council, at its meeting of January 28, 1974 endorsed the concept of a subscription system of distributing rezoning and related information to the public and instructed the Planning Director and the Municipal Clerk to organize such a system. At that meeting, Council also directed that Branch Library bulletin boards be used for notifying the public of proposed amendments to the Burnaby Zoning Bylaw and instructed the Planning Director to work with the Library in initiating and maintaining such a system.

At its meeting of June 17, 1974, Council received Item 11, Report No. 45 which detailed a proposed Burnaby Planning Information Program which Council, at its meeting of July 2, 1975, adopted.

Council, at its meeting of April 21, 1975, received Item 3, Report No. 29 provided by the Planning Director as a status report on the subject program.

Following is the report of the Planning Director which reviews the Program and recommends permanent continuation. In addition, while it is not recommended that the \$25.00 initiation charge be varied, it is recommended that the annual renewal charge be set at \$10.00, this being considered as a more equitable charge to existing subscribers than the present \$25.00 charge.

RECOMMENDATIONS:

1. THAT the Planning Information Program be continued on a permanent basis; and
2. THAT the initiation charge of \$25.00 not be varied; and
3. THAT an annual renewal charge, due September 30, 1975, for the period September 30, 1975 to September 30, 1976, be set at \$10.00.

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TO: MUNICIPAL MANAGER
FROM: DIRECTOR OF PLANNING
RE: PLANNING INFORMATION PROGRAM

PLANNING DEPARTMENT
AUGUST 22, 1975

BACKGROUND

On January 28, 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 comments received from Burnaby citizens concerning the lack of adequate notice of Public Hearings on rezoning proposals.

In the January 28 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 January 28, Council endorsed the concept of the Subscription System and authorized the Planning Department, in conjunction with the Municipal Clerk, to organize the system.

The Planning Department submitted a report outlining details of the information program to Council on June 17, 1974. Council adopted the report on July 2, signifying the commencement of the Planning Information Program.

INITIATION OF THE PROGRAM

All known citizens' groups within the Municipality were notified by letter from the Director of Planning regarding the program.

The program was advertised in the Burnaby Public Libraries and various shopping centres around the Municipality.

Details of the program formed a feature in an issue of the Municipal Newsletter.

Through the Mayor, a press release was issued announcing the program.

The Planning Department produced and circulated a pamphlet introducing the planner responsible for the information program to the public.

THE PROGRAM

1) Fee

The program has a \$25.00 enrollment fee.

2) Registration

Groups record their wish to participate in the program at the offices of the Planning Department. At this time, a Planning Department staff member discusses with the spokesman for the applicant group the definition of specific areas of interest which the group requires, planning documents and related information. These areas of interest may be defined in either a geographic sense (Neighbourhood Planning Areas) or along subject area lines.

If a group requires notification of Public Hearing for rezonings they specify by Neighbourhood Planning Area, i.e. a definite geographical area for which they wish to receive the on-going notification.

3) Information Package

At the time of registration, each group receives an information package which includes the following documents and information:

- Apartment Study 1969
- Burnaby Zoning By-law
- Burnaby and Surrounding Areas
- Changing Burnaby
- Community Plans
- Deer Lake Concept report
- Guidelines for Duplex Condominiums and Conversions
- Guidelines for Residential Condominiums and Conversions
- Planning Information Program-- Bibliography and list of available materials
- Public Meetings - Phase I report
- Urban Structure
- Street Map
- Zoning Map
- Study Area map

The following materials have been added to the original package over the first eight months of the program:

- Apartment Study Review #1
- Apartment Study Review #2
- Burnaby Now
- Bibliography Supplement - January 1975
- Department Population figures 1971, 1974 and 1985
- Residential Conversions

4) Structure of Public Hearing Notification

At the time of initial registration, the citizens group specifies as its geographic area the neighbourhood planning areas of interest to that group.

The groups (noted by name of group and name and address of spokesman) are listed on an area basis with these lists being forwarded to the Municipal Clerk.

On each first rezoning report to Council the neighbourhood planning areas in which the proposed project is located are noted for use by the Municipal Clerk.

The Municipal Clerk sends 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 law.

The citizen group then distributes the notice of Public Hearing using its own methods, structures and resources.

STATUS OF THE PROGRAM

1) Membership to Date

Since the inception of the program last summer, a total of sixteen citizen groups, individuals and business organizations have registered. These are:

a) Citizen Groups

1. Lougheed Town and Community Association.
2. Concerned Burnaby Residents Association.
3. Sullivan Heights Ratepayers Association.
4. Capitol Hill Community Hall Association.
5. Burnaby Stride Citizens Committee.
6. The Owners-Strata Plan N.W. 194 - Greentree Village.
7. South Slope Residents Association.
8. Brentwood Park Ratepayers Association.

b) Individuals

9. Mrs. Fred Randall.
10. Mr. William Hodal.
11. Mr. John L. Hudson.
12. Mr. Tony Dorosa.
13. Mr. Lawrence Ross.
14. Mr. Amralli T. Allibhai.
15. Mr. Marc W. Mul.
16. Mr. Allen Parker.
17. Mr. O. Sung.

c) Business Organizations

18. Dunhill Development Ltd.
19. Polyservice Design Consulting Engineers.
20. Burnaby Chamber of Commerce.
21. United Properties Ltd.
22. Lloyd Montgomery Realtors Ltd.

The mix of citizens groups, individuals and business organizations evident in the program to date should be considered a positive and desirable aspect of the program. Since there are many important and divergent interests influencing the future development of Burnaby, it is fitting that our information program reflect as many of these interests as possible. This means that citizens groups, individuals and business organizations alike should be encouraged to subscribe to and benefit from the services of the information program.

2) Activities to Date

The program has provided the members three basic services:

- a) mailings of recent planning materials and studies;
- b) notification of public hearing for neighbourhood planning areas the members designate;
- c) a telephone service of calling the Information Planner for explanation, information or comment.

There have been six information mailings to date. These are:

Mailing 1: November 5, 1974

Included: Planning Information Program pamphlet and a revised copy of Guidelines for Duplex Condominiums and Conversions.

Mailing 2: December 18, 1974

Included: Planning Information Program Bibliography and List of Available Materials.

Mailing 3: January 17, 1974

Included: Burnaby Now, Burnaby Zoning By-law Amendments, revised copy of Guidelines For Residential Condominiums and Conversions, departmental population estimates and projections, Apartment Study Review #1 and #2, and Residential Conversions (Council report).

Mailing 4: April 15, 1975

Included: Planning Information Program Bibliography supplement, B.C. Land Commission's report Keeping the Options Open, Greater Vancouver Real Estate Board report Green Urban Land Policy, department population figures 1971, 1974 and 1985, new centrex phone numbers for Planning Department, G.V.R.D. report The Livable Region 1976 - 1986.

Mailing 5: June 24, 1975

Included: Planning Information Program Status Report, and a letter asking for members' comments concerning the first year of the program's operation.

Mailing 6: July 31, 1975

Included: Multi Housing Questionnaire Report, Greater Vancouver Regional District 1975, G.V.R.D. Newsletter, Planning Information Program Bibliography Supplement II, and June 30, 1975 Population Estimates by Study Area.

The program has placed a full set of Planning Department materials in all four Burnaby Public Libraries as well as the Simon Fraser University Library. The B.C.I.T. Library has been contacted, though no request for materials has been received to date.

During the past spring, all Junior Secondary and Senior High Schools in Burnaby were offered a full set of planning materials. To date the following five schools have accepted:

1. Alpha Secondary School
2. Burnaby North Senior Secondary School
3. Cariboo Hill Secondary School
4. Kensington Junior Secondary School
5. Royal Oak Junior Secondary School

REVIEW OF THE PROGRAM

A review of the notification procedure and general workings of the program, as requested by Council as part of the initial program approval, has been completed.

The Municipal Clerk feels that the established notification procedure (as outlined in Section 4 of this report) is working well.

In reviewing the program, all members have been asked to comment on and suggest directions for the future of the program. In light of the fact that it is summer vacation time, response has been slow. However, it seems that members feel the program is worthwhile.

The Burnaby Public Library, Simon Fraser University Library and affected Burnaby School Libraries are extremely pleased with the materials being made available to them through the program.

The Planning Department feels the response to the program during its first year of operation has been encouraging. The membership is constantly increasing, and the staff time involved in operating the program has been decreasing. Considerable staff time was required in setting up the program, however, operating the program as it has evolved over the past year entails only two or three days of staff time per month.

While the program has not decreased the number of public enquiries appreciably, it has given many of the more active and concerned residents access to planning materials. This easy access to materials is bringing about more public comment and input in preliminary planning stages.

1975 - 1976 RENEWAL FEE

The original fee structure for the Information Program involved a \$25.00 initiation fee and a \$25.00 annual subscription charge. The intent of the annual charge is two-fold; first it is intended to help offset costs of materials, and; second by asking members for a yearly commitment, we can assure that Planning Department efforts are focussed on interested people. Since the program was conceived, it has become apparent that varying amounts of materials of interest to members will be forthcoming from the Planning Department each year. Also, the costs of these materials vary, and, therefore, cannot be accurately set out for future dates. The Planning Department has assessed the materials which will be forthcoming during the next year and which will be of interest to members of the program. In light of this, the Planning Department feels the renewal charge for the period September 30, 1975 to September 30, 1976 should be \$10.00.

DIRECTIONS IN 1975 AND 1976

In addition to continuing the first year activities, the 1975 program is striving to involve more Burnaby groups and encourage feedback on distributed materials as an input to the planning process.

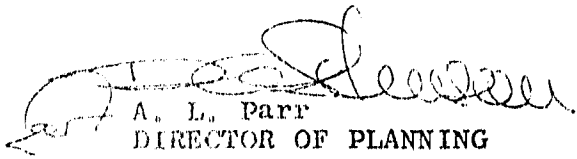
More emphasis is being placed on making materials available to students in Burnaby's Junior Secondary and Senior High Schools. The librarians of each of these schools are being asked to create a special section for planning materials to assist students in researching projects dealing with their community and also to stimulate personal interest and involvement.

The program will remain open to change and redirection based on suggestions and articulated needs expressed by its members.

RECOMMENDATION

In light of the interest shown by members of the Planning Information Program during its first year of operation and the constantly increasing enrollment of the program, the Planning Department recommends:

1. THAT the Planning Information Program be continued on a permanent basis.
2. THAT the renewal fee, due September 30, 1975, for the period September 30, 1975 to September 30, 1976 be \$10.00.


A. L. Parr
DIRECTOR OF PLANNING

RE: cw