

ITEM 3

MANAGER'S REPORT NO. 29

COUNCIL MEETING Apr. 21/75

Re: Planning Information Program

Following is a report from the Director of Planning regarding a status on a program in which information is made available to neighbourhood groups and individuals who are interested in matters that pertain to the planning and development of their respective areas.

This is for the information of Council.

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PLANNING DEPARTMENT  
APRIL 14, 1975

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

#### 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 complaints 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

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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 and a 1975 renewal fee of \$10.00. The renewal date is September 30 for all members.

#### 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 Bylaw
- 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 bylaw.

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. Capital Hill Community Hall Association.
5. Burnaby Stride Citizens Committee.
6. The Owners-Strata Plan N.W. 194 - Greentree Village.
7. South Slope Residents Association.

b) Individuals

8. Mrs. Fred Randall.
9. Mr. William Hodal.
10. Mr. John L. Hudson.
11. Mr. Tony Dorosa.
12. Mr. Lawrence Ross.
13. Mr. Amirali T. Allibhai.

c) Business Organizations

14. Dunhill Development Ltd.
15. Polyservice Design Consulting Engineers.
16. Burnaby Chamber of Commerce.

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

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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 three information mailings to date with another being assembled for distribution in mid-April. 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 Bylaw 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: Mid-April 1975

Includes: 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.

## 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 will be carried out in July of this year. This will involve all concerned parties, including the members of the program.


DIRECTION IN 1975

In addition to continuing the 1974 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.

Questions or comments on the program can be directed to Rick Elligott in the Planning Department, phone 294-7406.

This status report is presented for the information of Council.

  
A. L. Parr  
DIRECTOR OF PLANNING

RE:cw

cc: Assistant Director - Current Planning  
Assistant Director - Long Range Planning & Research  
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