

FILE: 1978

THE CORPORATION OF THE DISTRICT OF BURNABY

TO: MEMBERS OF THE MUNICIPAL COUNCIL

Re: Advisory Planning Commission

It has been my concern, shared by other Members of Council, that an avenue be provided for increased citizen participation in the planning process in Burnaby. To this end, I have encouraged proponents of major developments to circularize notice of their intentions well in advance to concerned neighbourhoods and to hold informational meetings in advance of Council's Public Hearings.

I would like now to propose changes in the role of the Advisory Planning Commission to further the objective of increased citizen participation.

It is timely that this report will also deal with and hopefully resolve the matter of irregular attendance by Commission members at Advisory Planning Commission meetings which the Commission itself raised in their report to Council 1980 June 16.

A copy of the By-Law adopted 1963 July 02, to establish the Advisory Planning Commission is attached for your information.

It is recommended that the Municipal Solicitor prepare draft amendments to the said By-Law to give effect to the following: (Discussed earlier with the Chairman of the Commission).

- (a) The members of the Commission be increased from nine to eleven to accommodate the appointments noted later in this report. Selection process be handled through Mayor's office and appointments made by Council following the procedures in place for other Committee and Commission appointments.
- (b) That area representation be achieved by having six appointees selected, one from each of the six areas outlined in the map attached hereto which was taken from various alternatives submitted by the Planner.
- (c) There be no ex officio members but such staff members as may be required or requested by the Commission to attend meetings be authorized to do so.
- (d) That the other five members of the Commission be appointed as follows:

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| OPY-MANAGER | 2 | from the community at large |
| - SOLICITOR | 1 | " Council (Planning Liaison Alderman) |
| - PLANNER | 1 | " Parks and Recreation Commission
(not an Alderman) |
| - PARKS & REC. ADMIN. | 1 | " School Board |
| - SEC'Y A.P.COM. | | |

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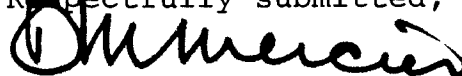
- (e) That all members be entitled to one vote each except that, while the six area representatives may discuss every issue, each of those members will not be entitled to vote on matters arising solely within the boundaries of the area that a member represents.
- (f) That each item referred by Council to Public Hearing be at the same time referred to the Advisory Planning Commission for consideration of land use policy solely.
- (g) That pursuant to (f) the Advisory Planning Commission have regular meetings to consider such matters and delegate the Chairman of the Commission, or his alternate, at the option of the Commission, to address in writing or in person the Council at the Public Hearing at which each of the matters referred to noted in (f) are to be heard. The restriction in (e) above would apply for (g) also.
- (h) Document the policy and/or procedure for inviting delegations to attend, and/or for dealing with requests to be heard, at Advisory Planning Commission meetings, while retaining the existing general policy of otherwise not having "open" meetings.
- (i) Document the policy and/or procedure for the Advisory Planning Commission to approach Council, for instance through the Mayor's Office, with subsequent approach to Council, with matters of concern to them. The objective being to provide a recognized avenue for communication.
- (j) That the Commission consider a policy for holding and/or attending public meetings regarding planning matters at various locations in the community supplemental to and not in place of such meetings as Council may wish to hold. The Commission would request approval of Council before proceeding to arrange such meetings or may do so at the request of Council. The purpose of the meetings would be to assist the Advisory Planning Commission in its deliberations.

The purpose of these recommendations is to enhance the stature of planning in the community, provide subjects of interest on a more regular basis to the Advisory Planning Commission so the Commission members have greater incentive to attend the regular meetings; and finally, to provide a channel for greater and more diverse citizen participation in the planning process.

It is requested that Council endorse the recommendation to the extent that draft amendments to our 1963 By-Law will be brought forward in the near future.

Should Members of Council have additional amendments they wish incorporated in an update of the Advisory Planning Commission enabling By-Law it would be appropriate to submit them to Council for consideration.

Respectfully submitted,



David M. Mercier,
 M A Y O R

THE CORPORATION OF THE DISTRICT OF BURNABY

BY-LAW NO. 4473

CONSOLIDATED FOR CONVENIENCE WITH
BY-LAWS NOS. 4572 AND 5385

A BY-LAW to establish an Advisory Planning Commission.

The Council of The Corporation of the District of Burnaby ENACTS
as follows:

1. This By-law may be cited as "BURNABY ADVISORY PLANNING COMMISSION BY-LAW 1963."
2. The Council does hereby establish an Advisory Planning Commission (hereinafter referred to as "the Commission").
- *3. (1) The Commission shall consist of nine members appointed by Council (hereinafter called the "appointed members") and five ex officio members.
(2) All appointed members of the Commission and all ex officio members except the Mayor and the Chairman of the Council Planning Committee shall have the right to vote.
(3) Members appointed by Council shall hold office for the term of three years provided that of those first appointed
 - (a) Three shall hold office until the 31st day of January of the year following the date of appointment;
 - (b) Three shall hold office until the 31st day of January of the second year following the date of appointment; and
 - (c) Three shall hold office until the 31st day of January of the third year following the date of appointment.
- (4) Any vacancy caused by the death, removal or resignation of an appointed member shall be filled by the Council for the unexpired term of such member.
- (5) No appointed member shall be appointed to serve more than two full consecutive terms of three years.
- (6) The ex officio members shall be
 - (a) the Mayor,
 - (b) the Chairman of the Council Planning Committee, and
 - (c) a representative from and appointed by each of The Board of School Trustees, School District No. 41 (Burnaby), the Parks and Recreation Commission, and Simon Fraser University.

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(7) The place of any ex officio member on the Commission may during any year or portion of the year be occupied by another representative designated by the body represented by that ex officio member.

(8) No municipal official or employee shall be appointed a member of the Commission.

(9) The first appointments of members of the Commission shall be made at the first meeting of Council after adoption of this By-law and thereafter shall be made at the meeting of the Council on the third Monday of January in each year.*

*BY-LAW NO. 5385

4. (1) The Commission shall at its first meeting, and thereafter at its first meeting in each year, elect a chairman and a vice-chairman who shall preside in the absence of the chairman.

(2) One-half of the members of the Commission entitled to vote shall constitute a quorum.

*BY-LAW NO. 5385

(3) The Commission may adopt rules for its procedure and may from time to time vary such rules by a majority of the members of the Commission.

** (4) The Commission shall meet at least once in every month and at such other times as it may in its discretion determine.**

**BY-LAW NO. 4572

(5) All meetings of the Commission shall be held at the Municipal Hall or such other place within the Municipality as may be designated by the Commission and shall not be open to the public except by invitation.

(6) The Planning Director of the Municipality or his representative shall attend all meetings of the Commission except when otherwise directed by the Commission.

(7) The Council shall provide a Secretary for the Commission who shall keep proper records of its meetings.

5. (1) The members of the Commission shall serve without remuneration.

(2) The Council shall include in its annual budget such sums as are necessary to defray the expenses of the Commission.

Read a first time this 10th day of June, 1963.

Read a second time this 10th day of June, 1963.

Read a third time this 17th day of June, 1963.

Reconsidered and adopted this 2nd day of July, 1963.

(Signed) "W. A. BLAIR"
ACTING REEVE

(Signed) "F. WARD"
CLERK

