

July 3, 2014

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To: City Manager  
From: General Manager Planning and Development

Subject: **Proposed Burquitlam-Lougheed Neighbourhood Plan Public Advisory Group**

For: **Council**

**Recommendation:**

That Council appoint the persons/groups outlined in Attachment 1 of the report dated July 3, 2014 of the General Manager Planning and Development entitled, "Proposed Burquitlam-Lougheed Neighbourhood Plan Public Advisory Group" to the Burquitlam-Lougheed Public Advisory Group.

**Report Purpose:**

This report outlines the proposed representatives and organizations for a Public Advisory Group (PAG) to support the Burquitlam-Lougheed Neighbourhood Planning process.

**Strategic Goal:**

This report supports the strategic goals of achieving excellence in governance and strengthening neighbourhoods.

**Background:**

On June 9, 2014 Council authorized a comprehensive scope, process and public consultation approach to update the Burquitlam and Lougheed Neighbourhood Plans (BLNP or 'the Plan'). A component of the BLNP consultation approach includes input through a community-based PAG, comprised of residents, property owners, businesses and community organizations representing a broad range of interests in the Plan area.

The PAG provides an opportunity to engage local stakeholders in a dialogue about the future of the Burquitlam-Lougheed area and will be one of several inputs to help shape the new Plan. It is also anticipated that PAG members will provide valuable perspectives regarding the identification of unique neighbourhoods/areas within the BLNP area, along with views regarding future growth and potential land use change.

**Public Advisory Group:**

Based on the proposed PAG composition presented for Council feedback on April 7, 2014 and outlined in the June 4, 2014 report to Council, staff recruited the nominees listed in Attachment 1 and recommend Council appointment of these representatives to the BLNP PAG.

PWS

**Public Advisory Group cont'd/**

***Residents, Property Owners and Businesses***

Recruitment of residents, property owners and businesses for the PAG involved notification through two newspaper advertisements, two social media posts, the project email list serve, a media information bulletin and the City's webpage. Letters with PAG information were also sent to all businesses and commercial property owners within the Plan area.

Applications Received

Staff received PAG applications from six residents/property owners within the overall Plan area and from one commercial property owner in the Lougheed area. The resident/property owner applications include three from Burquitlam and three from Lougheed and are somewhat distributed throughout the Plan area. One application was also received from a resident outside the Plan area, which was ineligible due to being located outside the Plan boundary. However, given the interest from this applicant staff will ensure they are made aware of public consultation events, including open houses.

To ensure that the perspective of commercial property owners in the Burquitlam area is represented, staff followed-up with the owner of the Burquitlam Plaza site and confirmed an interest in being considered for a position on the PAG. This representative was contacted due to the prominence of this large key commercial redevelopment property in the neighbourhood and its direct interface with the Evergreen Line station.

After close of the PAG recruitment period, staff received additional interest from Lougheed area commercial property representatives about getting involved in the BLNP process. Staff note there will be direct and specific consultation with key Burquitlam and Lougheed commercial property owners/businesses as part of this process, which will provide an opportunity for input from these stakeholders.

***Organizations***

The organizations identified on Attachment 1 were sent letters of invitation requesting nomination of a representative for the PAG, as well as an alternate that could attend when the primary representative is unavailable. All organizations invited have nominated representatives for the PAG.

***Terms of Reference***

The proposed BLNP Terms of Reference (Attachment 2) outline the PAG purpose, key roles, representation, terms of appointment and procedures.

**Next Steps:**

***PAG Approval***

As noted above, PAG positions are now filled and nominees represent a broad cross-section of interests within the Plan area. Based on this, staff recommend Council approval of the PAG representatives identified in Attachment 1.

***Enhancements Based on Council Feedback***

In response to June 9, 2014 Council feedback, the following enhancements will be integrated into the BLNP planning process to reflect the unique character and context of the BLNP area.

Identifying Unique Neighbourhoods

Understanding that the BLNP area is comprised of a mosaic of unique areas, at an early stage in the planning process staff will work with the PAG (e.g., through meetings/workshops) and the broader community (through open houses) to get feedback on the general boundaries that define unique neighbourhoods within the Plan area. This input will assist in identifying specific Plan areas and associated policies that reflect these unique areas.

Creating People Places

Building on TDS objectives to 'implement high quality urban design' and 'create great places', the BLNP process will explore policies to strengthen the public realm and overall neighbourhoods as 'people places'. In addition, Phase 1 will analyze and highlight local demographic characteristics as a component of the background review and open house materials.

Engaging a Diverse Community

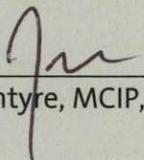
Measures will be explored to reach, engage and involve the area's diverse multicultural community. Opportunities will be explored to reach the Plan area's diverse population through ethnic media outreach and strategic language translation opportunities.

**Financial Implications:**

There are no financial implications associated with this report.

**Conclusion:**

The BLNP update will implement the TDS objectives and shape future growth around the Evergreen Line. A comprehensive public consultation process has been developed for this update and the proposed PAG will play an important role in providing a local perspective as the Plan is developed. Staff recommend Council approve the proposed PAG, as noted in Attachment 1.

  
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J.L. McIntyre, MCIP, RPP

**Attachments:**

1. Proposed BLNP PAG Representatives (Doc# 1716803)
2. BLNP PAG Terms of Reference (Doc# 1716810)

This report was prepared by Ryan Perry, Community Planner and reviewed by Carl Johannsen, Manager Community Planning.

# Attachment 1

## Public Advisory Group Member List | BLNP Update

Neighbourhood Stakeholders	Representative	Alternate <sup>1</sup>
Burquitlam Community Association	Don Violette	Brian McKay
Oakdale Neighbourhood Association	Ben Craig	Donna Fogolin
Coquitlam Youth Council - West	Robyn Lee	To be determined
Dogwood Pavilion Seniors Society	Barry Lang	Luciano Corazza
SHARE Family Services	Martin Wyant	Roxann MacDonald
SUCCESS	Corinne Taylor	Effie Garcia
School District 43 Board Office	Devon Ross	Ivano Cecchini
School District Parent Advisory Council	Ashley Chrysler	Natalie Hayton
Urban Development Institute	Hugh Ker	Brandon Hohenwarter
Greater Vancouver Home Builders	Mark Sakai	Ryan Lucy
Resident/Property Owner	Nick Damiani	Not Applicable
Resident/Property Owner	Jay Meneely	
Resident/Property Owner	Erich Babey	
Resident/Property Owner	Ronnie Jagday	
Resident/Property Owner	Steven Bittner	
Resident/Property Owner	Karen Hall	
Commercial Property Owner, Morguard (Burquitlam Plaza)	Geoff Nagle	
Commercial Property Owner, 333 North Road	Jess Alfonso	

<sup>1</sup> Alternates are identified for each organization to attend PAG meetings when the primary representative is unavailable.

# Attachment 2

## **Burquitlam-Lougheed Neighbourhood Plan** Public Advisory Group Terms of Reference

### ***Purpose and Key Roles***

The purpose of the Public Advisory Group (PAG) is to provide both a local and a stakeholder perspective into the planning process. Responsibilities of PAG members include:

1. Providing input on issues and opportunities in the neighbourhood;
2. Reviewing, commenting and advising on plan inputs and project deliverables at key milestones;
3. Reporting back to the organization they represent, where applicable;
4. Attending public engagement events such as Public Open Houses, when possible;
5. Promoting involvement in public engagement activities to community members.

### ***Representation***

Comprising representatives from a broad cross section of the community and other stakeholders, the PAG is made up of a representative(s) from each of the following groups/organizations:

1. Burquitlam Community Association
2. Oakdale Neighbourhood Association
3. Burquitlam (3) and Lougheed (3) Residents and/or property owners at Large
4. Burquitlam (1) and Lougheed (1) Business Owners/Commercial Property Owners
5. Coquitlam Youth Council West
6. Dogwood Pavilion Seniors' Society
7. SHARE Family Service and Community Services
8. SUCCESS
9. School District No. 43 Board Office Staff
10. School District No. 43 - District Parent Advisory Council Representative
11. Urban Development Institute (UDI)
12. Greater Vancouver Homebuilders' Association

### ***Meeting Dates and Times***

The PAG is expected to meet at key points throughout the planning process and PAG members are also encouraged to attend public engagement events such as Public Open Houses.

Meeting dates and times will be confirmed at the first PAG meeting and modified as necessary during the process.

***Terms of Appointment***

Appointment of representatives to the PAG will coincide with the length of the planning process and regular meeting attendance is expected. If the representative for any organization is unable to attend a meeting, the designated alternative representative should attend in their place, where applicable.

***Procedures***

Meetings of the PAG will be open to the public and the public will have an opportunity to ask questions at the end of each meeting. Meetings will be facilitated by City of Coquitlam staff. Input from the PAG will be reported to Council and will be used along with other community and technical inputs in shaping the Plan.

***Communications and Media Relations***

To better help the City of Coquitlam respond to media enquiries, we request that PAG Members advise the City of Coquitlam when they have been asked to provide a media interview or submission about the Burquitlam-Lougheed Neighbourhood Plan.

If PAG members choose to be interviewed they should clearly identify that they are speaking as an independent citizen, and that their views do not necessarily represent the views or official position of the PAG. The Manager of Community Planning and/or Manager of Corporate Communications, or their designate, will coordinate a media spokesperson to speak on behalf of the PAG. Any requests regarding the City's position and/or policies should be directed to the Manager of Corporate Communications for response.

If you are unsure how to proceed in any media related manner, or if you would like to submit information related to an interview or submission you have given to the media, contact Kathleen Vincent, Communications Manager, City of Coquitlam, at 604-927-3019 or 604-218-1319.

***Conflict of Interest***

Given that individual circumstances may change from time-to-time, PAG members must confirm and declare any real or apparent conflict of interest at the beginning of each meeting. If a prolonged conflict of interest is anticipated, PAG members may be excused for an extended period of time.