

Coquitlam

For Committee

March 21, 2014

Our File: 08-3360-20/14 004545 OC/1

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To: City Manager

From: General Manager Planning and Development

Subject: **Burquitlam-Lougheed Neighbourhood Plan Update – Proposed Scope and Process
14 004545 OC**

For: **Council-in-Committee**

Recommendation:

That Council-in-Committee receive the report dated March 21, 2014 of the General Manager Planning and Development entitled, "Burquitlam-Lougheed Neighbourhood Plan Update – Proposed Scope and Process" for information.

Report Purpose:

This report provides an overview of the proposed scope and process for a combined Burquitlam and Lougheed Neighbourhood Plan update, for Council's review and feedback. Potential Public Advisory Group stakeholders are also included in this report for Council's review and preliminary feedback. Based on Committee input, a refined scope, process and consultation approach will be brought back for Council endorsement to initiate the planning process.

Strategic Goal:

This report supports the strategic goal of achieving excellence in governance and corporate objectives to strengthen neighbourhoods and enhance the sustainability of City services, transportation systems, and infrastructure.

Executive Summary:

The Evergreen Line is a significant long-term (100-year+) transportation investment for Coquitlam that will improve transportation choice for residents and help shape new growth over the long term. Originally adopted in 2002, the Burquitlam and Lougheed Neighbourhood Plans guide change along a key segment of the long planned rapid transit line, which is now under construction.

Significant new development pressures and changing housing market conditions, triggered by the Evergreen Line, make it a good time to revisit the Burquitlam and Lougheed Neighbourhood Plans through a combined Plan update. Once complete, the updated Burquitlam-Lougheed Plan will guide growth over the next 25 years and will aim to ensure that new growth in Burquitlam and Lougheed integrates with existing neighbourhoods and recognizes the long-term potential of this corridor, while at the same time identifying the infrastructure, services and facilities necessary to support this planned growth.

Executive Summary: cont'd/

Updating the Burquitlam and Lougheed Neighbourhood Plans are key actions identified in the City's Transit-Oriented Development Strategy (adopted 2012) and an "A" Priority in Council's 2014 Business Plan.

The proposed scope and process set out in this report includes concurrent review of both plans and preparation of a combined "Burquitlam-Lougheed Neighbourhood Plan" (B-LNP) to replace the individual Plans.

The B-LNP process is proposed to be carried out over a two-year timeframe, between spring 2014 and late 2015, and involves three phases:

- (1) Background, Ideas and Opportunities
- (2) Land Use and Policy Options Development
- (3) Preparing a Draft Plan and Servicing Assessment.

Background:

Coquitlam's Growth Context and the Burquitlam-Lougheed Corridor

Currently the fastest growing municipality in Greater Vancouver (up 3.2% between 2012 and 2013 according to BC Statistics) Coquitlam has an existing population of 138,000. The City's population is projected to increase by over 87,000 people in the next 30 years, potentially reaching a population of over 225,000 by 2046.

A significant proportion of this growth is expected to happen along the Evergreen Line Corridor (~45%, or approximately 40,000 people) and generally within walking distance (~800m or a 10 to 15 minute walk) of planned stations in or near City Centre, Burquitlam and Lougheed neighbourhoods. Burke Mountain in Northeast Coquitlam makes up another key growth area for the City and is anticipated to accommodate about 25% of new growth (~23,000 residents) in the next 30 years. Planning for the last significant 'greenfield' area in the Burke Mountain area (north of existing Neighbourhood Plan areas) is currently under way through the Northwest Burke Vision (NBV) process.

The Burquitlam and Lougheed neighbourhoods today have a combined population of 20,000 (2011) and jointly make up the North-Clarke Road corridor. The existing neighbourhood plan areas interface with Burnaby to the west, Port Moody to the north, the TransCanada Highway to the south, and Blue Mountain Street, Austin Heights and Maillardville to the east (Attachment 1 – Location Map).

Proposed B-LNP Update

The Burquitlam and Lougheed neighbourhoods are closely linked, as they share the Evergreen Line routed through these areas, as well as North Road, a key transportation and commercial corridor. While each neighbourhood includes pockets of unique local identity, they also rely on an interconnected transportation network and are characterized by similar broad land uses (i.e., residential areas and commercial nodes), some of which carry over into Lougheed from Burquitlam, and vice versa.

Background: cont'd/

Proposed B-LNP Update cont'd/

Given the similarities, contiguous urban form across neighbourhood boundaries, and common major infrastructure, staff propose a consolidated B-LNP process to update and replace the individual Neighbourhood Plans.

A combined planning process provides an opportunity to strategically update land uses around stations in both neighbourhoods, prior to the 2016 Evergreen Line opening. Preparing a joint plan, rather than two separate plan updates, is more efficient and can save time, enabling Community Planning staff to work on multiple work plan items in a timely manner. The combined update will provide a comprehensive response to new growth pressures and changing housing market conditions along the Evergreen Line/North Road corridor.

The 100-year Evergreen Line investment sets a strong foundation for shaping growth and densification over the long term. Within this context, staff propose that the B-LNP focus on guiding new growth over the next 20 to 25 years in a manner that is appropriate to the existing neighbourhood, while also setting the stage for future phases of planned growth over the longer term (beyond 30 years into the future).

Current Planning for the Burquitlam-Lougheed Corridor

Official Community Plan and Related Policy

A long-standing objective of the Citywide Official Community Plan (CWOCP) is to promote high density, mixed-use and pedestrian-friendly 'transit-oriented development' (TOD) within walking distance of rapid transit stations. The Burquitlam and Lougheed Neighbourhood Plans, initially adopted in 2002, were a proactive TOD response to the Millennium Line Station in neighbouring Burnaby and the planned extension of rapid transit to Coquitlam City Centre (see Attachment 2 for current land use plans).

Located around planned rapid transit stations, the 'Transit Village Commercial' and 'Urban Quarter' land use designations within the B-LNPs support transformation of low density, auto-oriented properties into high-density, mixed-use and pedestrian-friendly centres. The growth 'nodes' established by these designations are shown on Attachment 2 (red stripes/red crosshatch).

The intent of these designations is to integrate a diversity of retail, restaurants, services, employment and high-density apartment uses with walkable streets around stations. Both current Plans also include multi-family residential to help transition from the highest density Transit Village Commercial areas near stations to one-family residential areas further away from station nodes.

Background: cont'd/

Current Planning for the Burquitlam-Lougheed Corridor cont'd/

Official Community Plan and Related Policy cont'd/

A portion of the Lougheed Neighbourhood is designated as a *Municipal Town Centre* in the Metro Vancouver Regional Growth Strategy (RGS) and the Burquitlam station area is identified in Coquitlam's *Regional Context Statement* (RCS) as a *Frequent Transit Development Area* (FTDA). This means these nodes are regionally important growth areas that are targeted to accommodate high and medium density housing, employment, commercial, parks, cultural, institutional and community uses, and are also expected to be served by a range of rapid and high frequency transit connections.

Transit-Oriented Development Strategy (TDS)

Following confirmation of Evergreen Line funding in 2011, the City experienced a significant increase in development interest on lands near stations, often involving higher densities than allowed in the Burquitlam and Lougheed Plans.

In response, Council adopted a TDS in July 2012, which identifies growth areas and planning objectives around all Evergreen Line stations in Coquitlam – including Lougheed, Burquitlam and City Centre. The TDS is not a land use plan like the Burquitlam and Lougheed Neighbourhood Plans, but rather a Council endorsed 'strategy' that includes high level policies that guide more detailed neighbourhood plan updates and evaluation of interim OCP amendments.

The TDS is organized around key objectives, supporting policies, and geographic focus areas identified as 'Core,' 'Shoulder,' and 'Transit Corridor' (See Attachment 3). TDS 'focus areas' are described below – each type considers land uses under existing plans, as well as areas not currently designated for higher densities but considered potential future TOD areas.

- *Core* areas are in close walking distance to stations (typically 5 minute walk and/or existing commercial uses) and identified for the highest-density residential, commercial and institutional land uses in the neighbourhood.
- *Shoulder* areas are generally within a 10-15 minute walk (~800 metres) of stations and expected to transition from high residential densities closest to stations to lower density further into the shoulder.
- *Transit Corridor* areas are outside the 'core' but expected to have strong connections to stations, providing potential opportunities for higher densities in limited locations (i.e., North Road).

The TDS limits the extent of the 'shoulder' to recognize stable single-family areas, such as Oakdale, as well as areas beyond a 10 to 15 minute walking distance of stations. This high-level policy guidance will be further considered as part of the B-LNP, through local level consultation and analysis to determine which areas may be ready and appropriate for potential land use change.

Background: cont'd/

The TDS and 'Locally Appropriate TOD'

The TDS provides key direction for exploring 'locally appropriate TOD' through the B-LNP update to leverage the Evergreen Line to shape growth while also integrating this growth with existing lower density neighbourhoods. This involves focusing highest densities near Evergreen Line stations and the North Road corridor, and determining an appropriate transition of building densities and heights outward from station areas.

Guided by six key objectives, the TDS also seeks to create compact, complete neighbourhoods that are 'great places' supported by pedestrian-friendly urban design and amenities that meet existing neighbourhood needs and support population growth.

The objective of creating 'great places' in tandem with transit supportive density is particularly relevant to the Burquitlam and Lougheed Neighbourhoods given the current need for more local amenities – this will be a key area of inquiry for the B-LNP process. Recent implementation of the Community Amenity Contribution (CAC) program in this area and improvements to the density bonus system for the C-7 Transit Village Commercial and RM Apartment Residential zones provide a strong funding base for future amenities in Burquitlam and Lougheed, including a future community recreation facility.

Adjacent Neighbourhoods

The B-LNP process will also consider recently updated land uses in the adjacent Austin Heights and Maillardville Neighbourhoods, as well as the recent high-density redevelopment proposal on the Lougheed Mall site in Burnaby and explore potential land use responses in these B-LNP 'edge' areas.

The remainder of this report outlines preliminary B-LNP project scope, process and public consultation ideas for Council feedback, including next steps.

Discussion/Analysis:

Proposed Scope of Work

Based on the above discussion, the proposed general scope of the B-LNP Update process will build on the existing CWOCP and TDS by:

- implementing TDS objectives with 'locally appropriate TOD,' as described above;
- analyzing land use and policy for the overall Plan area, with a primary focus on the TDS Core, Shoulder and Corridor lands;
- analyzing edge areas along plan boundaries (e.g., where Lougheed Plan meets Maillardville as noted above) and unique 'land use character areas';
- guiding the effective and neighbourly transition of land uses, density and built form through new development;
- coordinating the provision of amenities, utilities, and improved transportation networks to support higher neighbourhood densities; and
- integrating the Burquitlam Station with the broader neighbourhood.

Discussion/Analysis: cont'd/

Early Ideas and Opportunities – Specific Scope Elements

Based on existing planning policy, as well as recent development activity, the following preliminary ideas and opportunities could be considered as specific elements of the B-LNP scope (other ideas and opportunities are expected to emerge through consultation and will be considered as part of the process as well):

- directing/accommodating a significant proportion of the anticipated growth to areas adjacent to transit and on key redevelopment parcels in 'Core' and 'Shoulder' areas, by exploring the potential expansion of Transit Village Commercial, High and Medium Density Apartment land uses;
- exploring opportunities for 'gentle densification' that support 'good neighbour' urban design, increased housing variety and affordability, by considering townhousing and 'housing choices' opportunities in lower density transition areas;
- supporting neighbourhood liveability through providing new amenities and parks/plazas with growth and densification, by developing a public amenity concept that provides direction for future identification of parks, public plazas/squares, and community facilities; and
- improving connections and the overall network for walking, cycling and vehicles in coordination with land use change. This could be achieved by identifying new street and pathway connections that could be implemented over the long term, through redevelopment and other means.

Once complete, the new B-LNP would be organized using the new Neighbourhood Plan document structure (i.e., Partington Creek and draft Maillardville Neighbourhood Plans), and include updated:

- vision, key principles and the land use concept (i.e., 'game plan') for guiding new growth;
- detailed land use, transportation networks and other Plan schedules; and
- plan policies (i.e., residential, commercial, environment, parks, transportation, utilities) and Development Permit Area Guidelines.

Preliminary Consultation Approach

Staff propose that the B-LNP be developed through a comprehensive public consultation approach, which will include a variety of ways to engage the community during plan review and development. Approaches will consider the diverse population of the B-LNP area, and use measures to involve as many residents as possible.

More specifically, the proposed consultation approach will include these key elements:

Discussion/Analysis: cont'd/

Preliminary Consultation Approach cont'd/

- A Public Advisory Group (PAG) to represent the broad range of interests in the study area, and work with staff to understand the neighbourhood, and provide a local perspective as policy options are developed.

Attachment 4 identifies potential stakeholders (volunteers by organization or category) that staff recommend for consideration as PAG members. Staff seek Council's feedback regarding potential stakeholder representation and will report back to Council with a proposed PAG for endorsement prior to initiating public consultation. The draft PAG 'Terms of Reference' (Attachment 5) and 'Eligibility and Application Package' (Attachment 6) are also provided for Council's information and feedback.

- Public Open Houses will be used to introduce the project and get community input at key milestones. The format will include panel displays with staff available to discuss feedback and answer questions. Innovative approaches will also be explored to more directly engage residents (e.g., discussion groups on specific topics set within an open house format/event).
- Electronic and print media will be used to raise awareness, provide access to project information, and identify opportunities to get involved. Proposed methods include newspaper advertisements, newsletters, a project webpage, social media, and e-mail updates.
- Community networks will be also used to raise awareness about the process (e.g., SD43, resident/community associations, Youth Council, ISS, SUCCESS).
- Council Advisory Committees will be consulted at key stages.
- Neighbouring municipalities of Burnaby, Port Moody and New Westminster will be informed of the process and consulted with, as appropriate.
- External agencies will be kept informed of the process (e.g., TransLink, Ministry of Transportation and Infrastructure, SD43, Metro Vancouver).
- External organizations with an interest in the neighbourhood will also be informed/engaged with during the process (e.g., Real Estate Board, Chamber of Commerce, Urban Development Institute, Greater Vancouver Home Builders' Association, BC Hydro, Fortis BC, Kinder Morgan).

Following Council feedback on the proposed scope, process and consultation approach, staff will report back with a final consultation approach for Council endorsement that also meets the *Local Government Act* requirements.

Discussion/Analysis: cont'd/

Proposed Process and High Level Schedule

The proposed approach for the B-LNP update includes the three phases outlined below. The process will begin in spring 2014, with the completion of a draft Plan anticipated by the end of 2015. Council will receive regular project updates, including opportunities for review and feedback at key milestones.

Phase 1: Background, Ideas and Opportunities (Q2-Q4 2014)

Phase 1 will involve review of existing policy (e.g., TDS, OCP), technical studies and the physical characteristics of the neighbourhood. A combination of analysis and early input from residents and staff will help identify early ideas and opportunities for options development in Phase 2.

Key Tasks:

- Review existing Neighbourhood Plans, TDS policy and other relevant policies.
- Assemble and analyze existing studies, and initiate additional study where required (e.g., transportation, market, utility analysis).
- Identify early ideas and opportunities (with Council, public and staff) to be further explored in Phase 2.
- Prepare an updated draft vision and guiding principles.
- Consult with Council, Advisory Committees and other stakeholders:
 - Establish a Public Advisory Group/Meeting #1;
 - Update stakeholder groups on the process;
 - Meet with Burnaby, New Westminster and Port Moody staff;
 - Public Open House #1.

Phase 2: Land Use and Policy Options (Q4 2014–Q3 2015)

The focus of Phase 2 will be to develop land use, transportation and servicing options for review and feedback based on input and background work of Phase 1. This phase will identify areas ready for change, determine what this might look like, and consider the extent of change appropriate for this Plan update.

Key Tasks:

- Develop potential land use, transportation and servicing options.
- Address area amenity needs (e.g., parks, facilities, public space).
- Identify and draft preliminary policy options (e.g., residential, commercial, environmental, transportation, utilities and parks).
- Test/evaluate preliminary land use ideas, transportation options, and infrastructure implications, identifying preliminary preferences.
- Consult with stakeholders for feedback on potential Plan changes:
 - Council and Advisory Committees;
 - Public Advisory Group meeting(s);
 - Issue/area based stakeholder meetings (as needed);
 - Project updates to key stakeholders;
 - Open House #2.

Discussion/Analysis: cont'd/

Phase 3: Draft/Proposed Plan (Q3 2015–Q4 2015 stretch goal)

The final phase of work will involve synthesizing materials, information, and feedback gathered during Phases 1 and 2 into a draft Plan and land use concept. Following an open house, a final Plan will be prepared for Council consideration.

Key Tasks:

- Undertake final assessment of preferred Plan components.
- Finalize land use and transportation network concepts.
- Prepare Plan policy to implement key land use and amenity concepts.
- Identify implementation actions needed after Plan adoption.
- Prepare the draft B-LNP document.
- Prepare updated Development Permit Area Guidelines.
- Prepare a coordinated Servicing Assessment for the Plan area.
- Consult with Council and stakeholders for feedback on the draft Plan:
 - Council Advisory Committees;
 - Public Advisory Group meeting;
 - Issue based stakeholder meetings (as needed);
 - Early circulation of draft Plan to municipalities/key agencies (i.e., SD43);
 - Open House #3 (following Council feedback on draft Plan).

The primary output of Phase 3 will be a B-LNP for Council consideration. As noted above, the B-LNP will replace the individual Burquitlam and Lougheed Neighbourhood Plans through an OCP Amendment Bylaw. A high level Servicing Assessment will also be prepared as a 'companion' to the B-LNP to summarize required infrastructure improvements (transportation, utilities, and parks) to support redevelopment in the corridor. The Servicing Assessment will be presented to Council prior to adoption of the Plan.

Interdepartmental Consultation and Collaboration

Similar to the process used for the Northwest Burke Vision, a 'core review group' of staff from various departments (Planning and Development, Engineering and Public Works, Parks, Recreation and Culture, Strategic Initiatives, and Economic Development) will be used to provide input on technical and policy considerations and ensure the Plan includes the appropriate level of detail.

Next Steps:

Following Council feedback, staff will refine the proposed scope and process approach and begin recruiting the PAG. Staff will report back to Council with a refined scope, process and consultation approach for endorsement in the near future, as well as the proposed PAG for Council endorsement.

Financial Implications:

The B-LNP update is identified as a major component in the Planning and Development Department's 2014 work plan and will be primarily undertaken with existing staff resources. External consultants may be utilized on a focused, strategic basis to assist with technical work, such as market analysis, and will be funded from the existing Community Planning division budget.

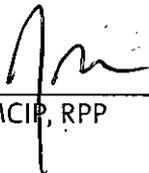
A Companion Servicing Assessment will also be developed, summarizing infrastructure improvements and funding needed to support Plan implementation.

Conclusion:

The Evergreen Line is a significant long-term (100-year+) transportation investment for Coquitlam that will help shape new growth over the long term. New development pressures and changing housing market conditions triggered by the Evergreen Line make it a good time to revisit the Burquitlam and Lougheed Neighbourhood Plans to manage growth in the next 20 to 25 years.

The proposed consolidated B-LNP update will strengthen the local vision, implement the TDS at the local level, and help shape growth in this important corridor over the long-term. This project will be undertaken in three phases, with extensive public consultation over the 2014-2015 timeframe.

Staff seek Council's feedback on the proposal scope, process and PAG representation for the B-LNP Update and will report back to Council with a refined scope, process and public consultation approach (including PAG appointment) for Council endorsement to initiate the planning process.



J.L. McIntyre, MCIP, RPP

RP/ms/lmc

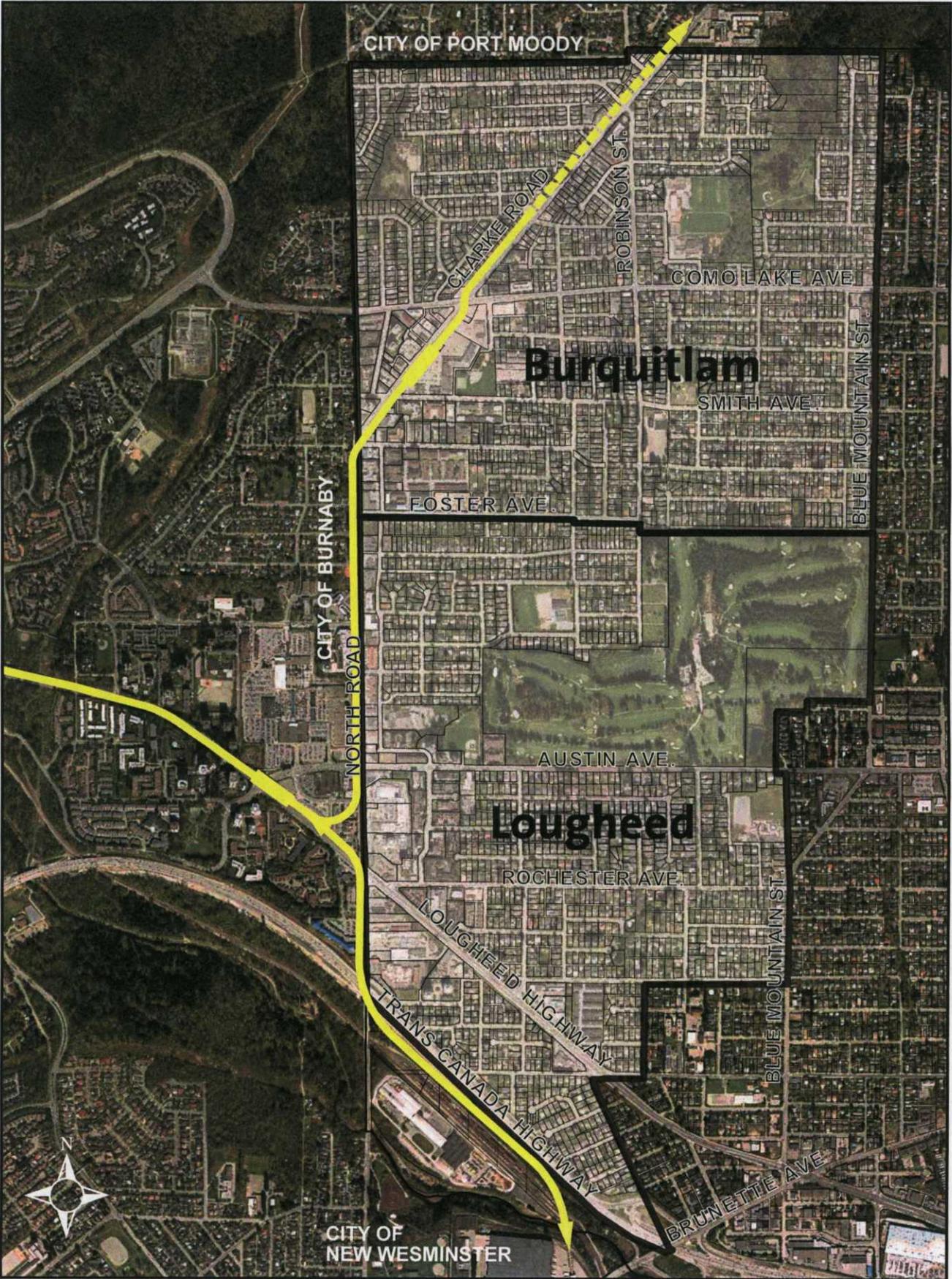
Attachments:

1. Burquitlam-Lougheed Location Map (Doc# 1650873)
2. Burquitlam and Lougheed - Existing Land Use Map (Doc# 1650873)
3. Burquitlam and Lougheed TDS Areas (Doc# 1650873)
4. Proposed PAG Stakeholders (Doc# 1664407)
5. Draft PAG Terms of Reference (Doc# 1628714)
6. Draft PAG Eligibility and Application Package (Doc# 1642819)

This report was prepared by Ryan Perry, Community Planner and reviewed by Carl Johannsen, Manager Community Planning, with input from staff in Development Planning, Development Services, Transportation Planning, Strategic Initiatives, Parks, Recreation and Culture, Environmental Services, Economic Development, Corporate Communications, and Infrastructure Management.

Attachment 1

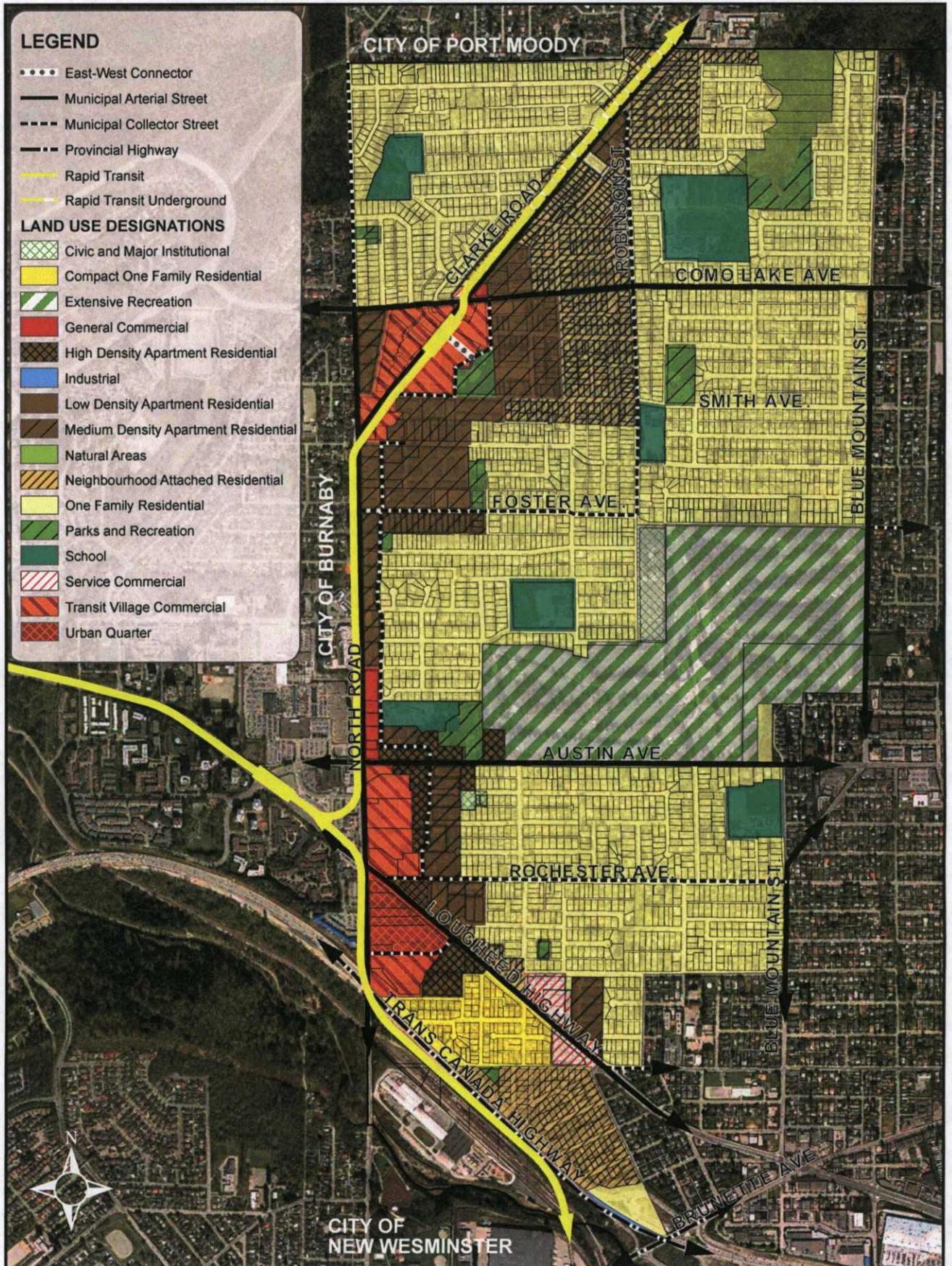
Burquitlam-Lougheed Location Map



Attachment 2

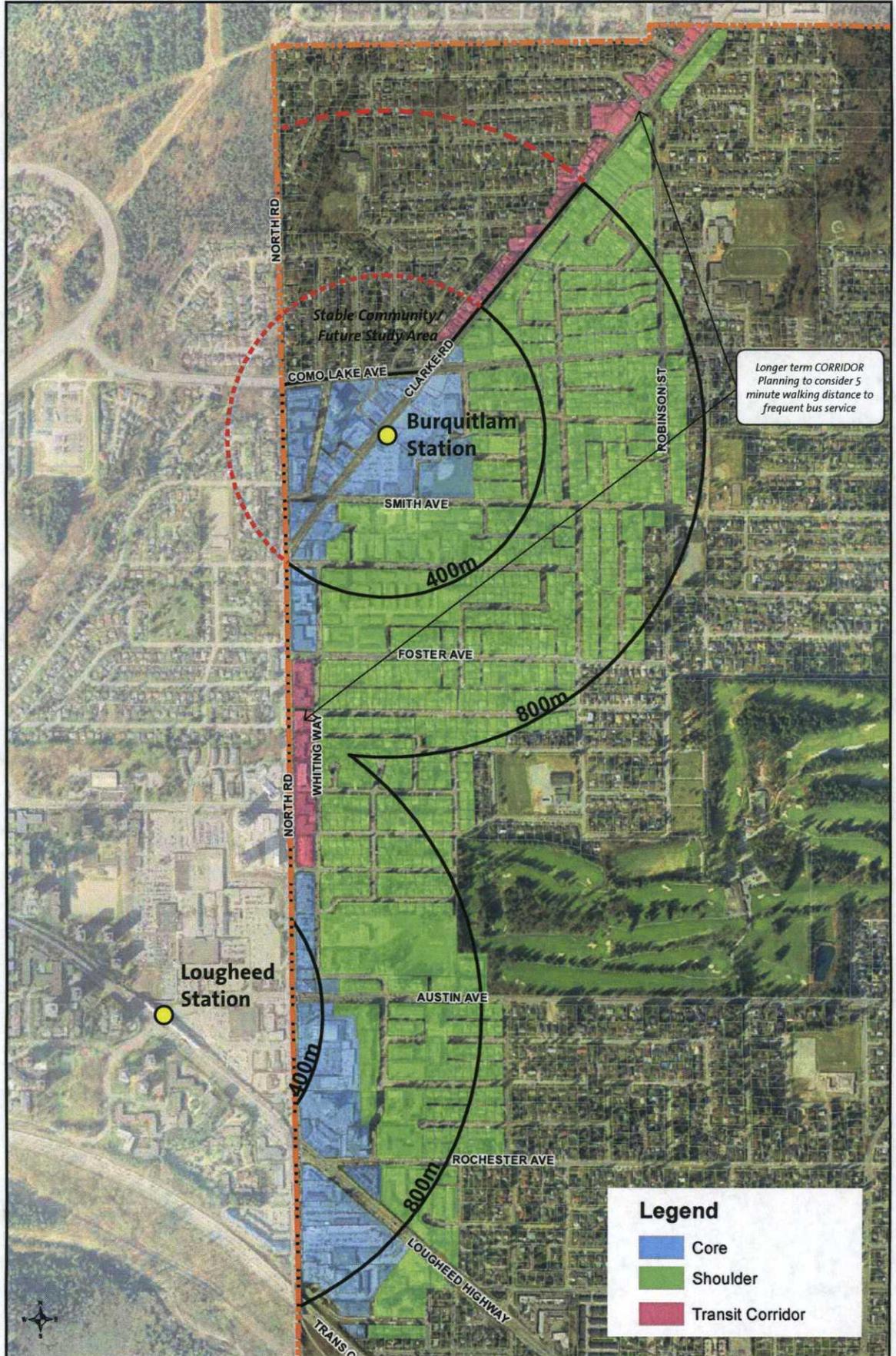
Burquitlam & Lougheed - Existing Land Use Designations

Consolidated excerpt from Schedule B of the Burquitlam and Lougheed Neighbourhood Plans



Attachment 3

Burquitlam & Lougheed TDS Areas (TDS Excerpt, p. 5)



ATTACHMENT 4

Proposed Public Advisory Group Stakeholders

This list identifies potential key stakeholder representation for the Burquitlam-Lougheed Neighbourhood Plan Update **Public Advisory Group (PAG)**.

This volunteer PAG, which could include between 16 to 20 members, is intended to represent a broad range of interests in the Plan update study area. PAG members will work with staff to understand the neighbourhood and provide a local perspective as land use and policy options are developed.

1. **Neighbourhood Residents at-large** (4-6)
2. **Community Associations:**
 - Burquitlam Community Association (1)
 - Oakdale Neighbourhood Association (1)
3. **Local Business Owners/Commercial Property Owners** - Lougheed and Burquitlam (2-4)
4. **Youth, Seniors, New Immigrants:**
 - Youth Council West (1)
 - Dogwood Pavilion Seniors Society (1)
 - SUCCESS (1)
5. **Social and Schools:**
 - SHARE & Community Services (1)
 - SD#43 Board Office Staff (1)
 - SD#43 Parent Advisory Council Member (1)
6. **Development Community:**
 - Urban Development Institute (UDI) (1)
 - Greater Vancouver Homebuilders Association (GVHBA) (1)

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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. 4-6 Burquitlam and Lougheed Residents at Large
4. 2-4 Burquitlam and Lougheed 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.

**Burquitlam-Lougheed Neighbourhood Plan
Public Advisory Group Terms of Reference*****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 a member of any organization is unable to attend a meeting an alternative representative should be sent in their place.

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 chose 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.

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Eligibility and Application Form

Burquitlam-Lougheed Public Advisory Group

Thank you for your interest in serving the City of Coquitlam by participating on the Burquitlam-Lougheed Neighbourhood Plan Public Advisory Group (PAG). The commitment and dedication of community volunteers like you helps make Coquitlam a great place to live and contributes to the City's vision for strong and vibrant neighbourhoods.

Applicants of all ages, genders, ethnic origins, income levels, sexual orientations and abilities are encouraged to apply.

Eligibility and Requirements

Application Criteria

1. Applicants should live in the Burquitlam or Lougheed Neighbourhoods (see map) or be a representative of an organization operating in the City of Coquitlam. Applications from residents will be considered to achieve a balanced geographic representation.
2. Applicants should be able to demonstrate involvement in the community (e.g. business, school, church, ethnic, social, sport or other non-profit clubs, associations or organizations).
3. Applicants may not be employees of the City of Coquitlam.
4. Applicants should be able to serve for the full term of the appointment.

Time Commitment

The PAG is expected to meet at key points throughout the planning process (approximately 3 to 4 meetings) 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 18-24 month planning process and regular meeting attendance is requested.

Remuneration

As these are volunteer positions, successful candidates serve without remuneration.

How Appointments Are Made

All appointments are made by City Council. All applicants will receive a letter from the **Planning and Development Department** once the appointments have been made.

***NOTE:** Your information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*.

Application Process

- Complete the attached application form. Please be as concise as possible when filling out your application.
- **Applications will be accepted until 5:00 p.m., [day], XXXX, 2014 and should be marked Attention: Nadia Carvalho, Community Planner, City of Coquitlam**
- Applications can be submitted via any of the following methods:
 - Faxed to 604-927-3015, Attention Nadia Carvalho, Community Planner
 - Emailed to ncarvalho@coquitlam.ca
 - Mailed or hand delivered to:
Nadia Carvalho
Community Planner
Planning and Development Department
3000 Guildford Way
Coquitlam BC V3B 7N2

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Public Advisory Group Application Form

Applicant (Please Print)

*Required Information marked with **

Mr. Ms. Dr. Other: _____

Last Name* _____

First Name* _____

Street Address* _____

City* _____

Postal Code* _____

Phone – Residence* _____

Phone – Business _____

Email* _____

Occupation _____

Employer _____

Public Advisory Group (PAG) Details and Qualifications

Skills, goals and interests you will bring to the PAG:

Current affiliations and volunteer positions (e.g. clubs, associations, organizations) if applicable:

What do you hope to contribute by volunteering on Burquitlam-Lougheed Neighbourhood Plan PAG?

How will you encourage others to participate in the neighbourhood planning process?

Applicant's Signature: _____

Date: _____

Your information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*.