

June 4, 2014

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To: City Manager

From: General Manager Planning and Development

Subject: **Burquitlam-Lougheed Neighbourhood Plan: Proposed Scope, Process, and Public Consultation Approach**

For: **Council**

**Recommendation:**

That Council, with regard to updating the Citywide Official Community Plan (CWOCP) based on the recent Transit-Oriented Development Strategy (TDS), and having given consideration to the requirements of Section 879 and other relevant sections of the *Local Government Act (LGA)*:

1. Authorize staff to proceed with an update to the Burquitlam and Lougheed Neighbourhood Plans based on the scope, process and public consultation approach set out in the report dated June 4, 2014 of the General Manager Planning and Development, entitled "Burquitlam-Lougheed Neighbourhood Plan: Proposed Scope, Process, and Public Consultation Approach" for a plan area as identified in Attachment 1;
2. Direct staff to advise and consult with the following external agencies:
  - The Cities of Burnaby, Port Moody and New Westminster,
  - School District No.43, TransLink, Metro Vancouver,
  - Ministry of Transportation and Infrastructure, and
  - Kwikwetlem First Nation.

**Report Purpose:**

This report seeks Council's endorsement of the proposed, scope, process and public consultation approach for the Burquitlam-Lougheed Neighbourhood Planning process.

**Strategic Goal:**

This report supports the strategic goals to strengthen neighbourhoods and achieve excellence in governance.

POS

**Executive Summary:**

The Burquitlam-Lougheed Neighbourhood Planning process is a high 2014 Council Business Plan priority and once complete, the updated Plan will guide growth in this important segment of the Evergreen Line corridor for the next 20 to 25 years. Updating the Burquitlam and Lougheed Neighbourhood Plans is a key implementation action of the TDS, seeking to shape transit-oriented development around Evergreen Line stations in a manner that builds on the strengths of the existing Plans and addresses the local neighbourhood context.

Given the similarities and close relationship between Burquitlam and Lougheed, staff propose a joint planning process to create a combined Burquitlam-Lougheed Neighbourhood Plan (BLNP). A joint plan will allow the coordinated and strategic update of land uses around the Burquitlam and Lougheed Evergreen Line stations prior to the line opening in 2016, through a process that is more efficient and timely than two individual plan updates. The approach will cover the full Plan area, while also identifying and addressing distinct 'sub-areas' to reflect the unique context and policy needs of specific local areas. The resulting updated Plan is envisioned to have guidelines and policies that are specific to the various neighbourhoods across the Plan area and drawing on input from local residents and stakeholders.

The proposed planning process includes three phases over an approximate 20 to 24 month time frame:

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

Staff propose a consultation approach that includes:

- (1) Public Open Houses during each phase (in 2 locations).
- (2) A Public Advisory Group (PAG; potential representation shown in Attachment 2).
- (3) Outreach and awareness through:
  - social media, email updates, a webpage, and neighbourhood signage;
  - newsletters/flyers to homes and businesses for Open House events (including properties outside and adjacent to the BLNP boundary);
  - electronic and newspaper advertising for Open Houses; and
  - contact with local agencies/organizations to help raise awareness.
- (4) Liaison with external agencies (referrals):
  - the Cities of Burnaby, Port Moody and New Westminster;
  - School District No.43, TransLink, Metro Vancouver
  - Ministry of Transportation and Infrastructure; and
  - Kwikwetlem First Nation.

Following Council endorsement of the BLNP scope, process, public consultation approach and Council appointment of the PAG (staff will be reporting back to Council regarding PAG appointment in the near future), staff will initiate Phase 1 of the planning process.

**Background:**

As presented to Council-in-Committee on April 7, 2014, updating the CWOCP for this area of Coquitlam is a key implementation action identified in the TDS and an 'A' Priority in Council's 2014 Business Plan.

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. The Burquitlam and Lougheed Neighbourhood Plans, originally adopted in 2002, currently guide new development along this key segment of the long planned rapid transit line.

Significant new development pressures and changing housing market conditions triggered by the Evergreen Line make it a good time to revisit the Plans through a joint planning process that is more efficient and timely than two separate processes. Once complete, the updated Burquitlam-Lougheed Plan will guide growth over the next 25 years and will aim to ensure that new growth 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 growth.

In response to Council-in-Committee feedback on April 7, 2014, this report presents a refined scope, process and consultation approach, with additional detail on proposed consultation components, for Council's consideration and endorsement. A copy of the April 7, 2014 report to Council-in-Committee with further background is available in the Councillor's office and on the project webpage at [www.coquitlam.ca/BLNP](http://www.coquitlam.ca/BLNP).

**Discussion/Analysis:**

***Planning for the BLNP Corridor – 'One Process, One Plan'***

The preliminary scope and process presented to Council-in-Committee on April 7, 2014 proposed to update and combine the Burquitlam and Lougheed Neighbourhood Plans to create a consolidated Burquitlam-Lougheed Neighbourhood Plan ('BLNP' or the 'Plan').

During the discussion at the April 7<sup>th</sup> meeting regarding the proposed approach, the following feedback was noted:

- concern about potential project delays by including the Lougheed Plan area;
- the feeling that some areas within the proposed boundaries have limited connections to other parts of the larger Plan area, and in some cases may have a closer relationship to adjacent lands outside the boundaries;
- overall Plan boundaries and the importance of considering local neighbourhood identity and effectively engaging residents in both Burquitlam and Lougheed; and
- the importance of clearly defining more specific land use transition boundaries within the Plan area (e.g., apartment to low density).

**Discussion/Analysis cont'd/**

***Planning for the BLNP Corridor – 'One Process, One Plan' cont'd/***

As outlined at the April 7<sup>th</sup> meeting, the Burquitlam and Lougheed neighbourhoods are very closely linked, as they both host Evergreen Line stations and share North Road, a key transportation and commercial corridor. The two neighbourhoods rely on an interconnected network of roads, pedestrian connections and cycling routes, and the land use and building types tend to be consistent across the existing Neighbourhood Plan boundaries.

The proposed BLNP boundary (see Attachment 1) is based on a consolidation of the existing Burquitlam and Lougheed Neighbourhood Plans (by removing the boundary on Foster Avenue), and also reflects the recently adjusted Maillardville and Lougheed Neighbourhood Plan interface. This adjustment is based on Council's adoption of the new Maillardville Neighbourhood Plan (MNP) earlier this year, which involved the westward expansion of the area covered by the MNP. The proposed BLNP boundary also considers the inter-related and contiguous north-south TDS 'core', 'shoulder', and 'corridor' lands along the Evergreen Line.

A combined plan review provides the opportunity to strategically update and coordinate land uses around stations and in key areas along this corridor through a consistent and focused process, prior to the 2016 Evergreen Line opening. This approach is expected to be more efficient and save time compared to separate Plan updates, enabling Community Planning staff to work on multiple work plan items in a timely manner.

To address concerns regarding a joint process and combined Plan, staff propose the following additional measures to enhance local dialogue, provide greater opportunity for resident involvement, and to integrate finer-grained neighbourhood perspectives and Plan policy responses:

- host Public Open Houses in both Burquitlam and Lougheed in each phase;
- undertake direct stakeholder meetings (e.g., community and neighbourhood associations) on key topics or ideas, where needed; and
- identify distinct 'sub-areas' within the BLNP area that reflect the unique context/character of specific areas, and develop associated Plan policies for these sub-areas, as a part of the larger BLNP (similar to the Partington Creek and Maillardville Neighbourhood Plans). For example, interface areas between the Maillardville and Austin Heights Plans (as well as other distinct areas) may require unique sub-area policies. Staff will check-in with Council on potential BLNP sub-areas as the process moves forward.

Based on the above considerations and the proposed measures to address key concerns, staff recommend a joint planning process to create one combined Burquitlam-Lougheed Neighbourhood Plan and seek Council endorsement to move forward with the consolidated Plan area outlined on Attachment 1.

**Discussion/Analysis cont'd/**

***Planning for the BLNP Corridor – 'One Process, One Plan' cont'd/***

**Land Use Boundaries/Density Transition within the Plan Area**

At a more detailed level, Council commented on the need to clearly communicate and define land use 'boundaries' transitioning from high density to 'gentle densification', to stable single-family areas within the Plan area.

The TDS 'Core', 'Shoulder', and 'Corridor' areas are key starting points for identifying areas of potential change to the existing Neighbourhood Plans. Determining appropriate locations for specific land use change and density transition are key tasks of Phases 1 and 2 of the planning process. Further public consultation and technical analysis are needed to determine areas ready and appropriate for redevelopment, as well as logical transition points for changes in density and building form (ie. roads, land uses, existing physical features).

Council's feedback regarding potential land use changes along Plan 'edges' (i.e., coordinating land uses on both sides of a street along a Plan boundary) will also be integrated into the technical analysis and potential policy responses for these areas. Staff will also present proposed ideas (i.e., potential land use changes) in plain language and with clear visuals, through the use of:

- clear visual explanations of potential land uses and densities (i.e., showing images of buildings to explain potential land uses, densities and heights); and illustrative sketches and 'photo-realistic' streetscape simulations.

***Proposed Scope of Work***

The following proposed scope of work is largely consistent with that presented to Committee on April 7, 2014, with refinements based on Council feedback.

**Key Scope Elements**

The update will build on the strengths of the existing neighbourhood plans and TDS direction, integrating strategic adjustments and improvements by:

- implementing TDS objectives by exploring 'locally appropriate' Transit-Oriented Development (TOD) that considers neighbourhood context;
- analyzing land use and policy for the overall Plan area, with a primary focus on the TDS Core, Shoulder and Corridor lands;
- analyzing land uses along plan boundaries to ensure a coordinated and complementary response to adjacent Plan areas;
- analyzing land uses along the Lougheed Highway;
- guiding the effective transition of land uses, density and built form;
- coordinating the provision of amenities, utilities and improved transportation networks to support higher neighbourhood densities; and
- reviewing and integrating recommendations of the 'Burquitlam Transit and Transportation Integration Study', and assessing general approaches for dealing with parking impacts arising from the Burquitlam transit station.

## **Discussion/Analysis cont'd/**

### ***Proposed Scope of Work cont'd/***

#### **Early Ideas and Opportunities – Specific Scope Elements**

Based on existing plans, the TDS, and recent development activity, the following specific ideas are proposed as part of project scope, recognizing that additional directions are expected to emerge through the process:

- directing/accommodating a significant portion of anticipated growth in areas adjacent to transit and on key redevelopment parcels in 'Core' and 'Shoulder' areas, by exploring potential expansion of Transit Village Commercial, High and Medium Density Apartment land uses;
- exploring opportunities for 'gentle densification' by considering townhousing and 'Housing Choices' in lower density transition areas;
- enhancing neighbourhood livability with new amenities to support growth and densification, by developing guidance for future parks, public plazas/squares, and community facilities; and
- improving walking, cycling and vehicle networks in coordination with land use change, by identifying new streets and pathways to implement over the long term through redevelopment and other means.

#### **Key Plan Outcomes**

Once complete, the BLNP will include updated:

- vision, key principles and land use concept ('game plan') for guiding growth;
- detailed land use, transportation networks and other Plan schedules;
- plan policies (i.e., residential, commercial, environment, parks, transportation, utilities) and Development Permit Area Guidelines:
  - 'sub-area' policies with specific direction for these key areas.

### ***Proposed Public Consultation Approach***

In accordance with Section 879 of the *Local Government Act (LGA)*, the following early and on-going public consultation approach is proposed to engage a broad cross-section of residents, stakeholders and agencies with an interest in the BLNP planning process.

#### **1. Public Open Houses**

Open Houses will be held during each of the three (3) project phases as an opportunity for the community to learn about the project and provide input/feedback on ideas and/or policies for the Plan. To improve engagement and encourage local dialogue, open houses will be held in both the Burquitlam and Lougheed areas for each phase.

Open Houses will present project information on panel displays and staff will be available to answer questions and receive feedback. Innovative approaches to allow for more face-to-face contact, interaction and conversation between staff and attendees (e.g. facilitated discussion tables on key topics) will also be considered for use at these events.

**Discussion/Analysis cont'd/**

***Proposed Consultation Approach cont'd/***

2. Public Advisory Group

Similar to previous neighbourhood planning processes, a Public Advisory Group (PAG) will be formed to represent a broad range of interests in the Plan area, including youth and seniors, and this group will provide local perspectives as the Plan is prepared.

Based on the proposed PAG stakeholder composition presented for Council feedback on April 7, 2014 (Attachments 2 and 3), staff have almost completed the PAG recruitment process, and will report back to Council in the near future to have PAG members appointed by Council.

3. Outreach and Awareness

A multipronged approach will be used to raise awareness of the planning process and consultation opportunities. Key outreach tools include:

- a dedicated webpage with project information and key documents;
- email updates at project milestones (by subscription);
- direct stakeholder (e.g., community associations, key commercial land holders, Youth Council) meetings on key topics or ideas, as needed; and
- neighbourhood signage in select locations to provide clear notification of the process. Staff will explore potential locations at key entry points into the BLNP area (e.g., Clarke Road, North Road, and Lougheed Highway), subject to feasibility.

Open House events will be promoted through:

- local newspaper advertisements;
- social media and e-mail, the City webpage, Information Bulletins;
- flyers/newsletters distributed to homes and businesses in the Plan area and in the adjacent 'shoulder' outside the Plan boundary;
- community networks (e.g., schools, associations, places of worship); and
- e-mail notification to organizations with an interest in the Plan area (e.g., Real Estate Board, Chamber of Commerce, utility providers).

4. Liaison with External Agencies (referrals)

The following external agencies will be advised of the planning process and the Plan will be referred to these organizations at key points in the process:

- Cities of Burnaby, Port Moody and New Westminster,
- School District No.43, TransLink, Metro Vancouver,
- Ministry of Transportation and Infrastructure, and
- Kwikwetlem First Nation.

Exploring Additional Outreach Opportunities

At its April 2014 meeting, the City's Multiculturalism Advisory Committee (MAC), in response to a staff presentation on general neighbourhood planning in Coquitlam, provided ideas to help engage Coquitlam's diverse community. MAC highlighted the importance of considering the cultural diversity of the

**Discussion/Analysis cont'd/**

***Proposed Consultation Approach cont'd/***

community and noted that some residents may be less-accustomed to participating in local government initiatives, making it important to clarify the purpose of open house events so residents understand why they should attend and that their opinion is important.

Among other suggestions, MAC also recommended getting out into the community to raise awareness and noted the importance of engaging youth and seniors. This is similar to Council's suggested ideas for more directly raising awareness of the process and ensuring clear communication.

Based on Council and MAC feedback, and to supplement the four key consultation components above, staff will consider the following potential methods to enhance awareness and engagement:

- Developing brief, friendly web videos explaining a typical planning process, what to expect at open houses and an overview of frequently used planning terms in plain language (e.g., zoning and land use).
- Distributing Open House information in busy pedestrian locations of Burquitlam and Lougheed (e.g., outside grocery stores) in the lead up to Open Houses to help raise awareness and directly engage the public.
- Utilizing enhanced visual communication tools to illustrate proposed ideas (e.g., sketches, graphics, photos, and photo-realistic simulation).

***Refined Process and Timeline***

As noted previously, the proposed BLNP update includes three phases outlined below. The process will commence mid-2014, with completion of a draft Plan anticipated by the end of 2015 (stretch goal) and adoption in early 2016.

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

Phase 1 involves review of existing policy, technical studies and neighbourhood characteristics. Analysis and consultation feedback will identify early ideas and opportunities for options development in Phase 2.

***Key Tasks***

- Review existing Plans, TDS policy and other relevant policies (including those for adjoining areas in neighbouring municipalities);
- Analyze background, and initiate additional analysis (e.g., market context, transportation needs, servicing considerations);
- Identify early ideas and opportunities to be explored in Phase 2;
- Prepare an updated draft vision and guiding principles;
- Consult with Council, Advisory Committees and other stakeholders:
  - Public Advisory Group meeting;
  - Meet with staff in adjacent municipalities;
  - Notify key agencies and stakeholder groups of planning process;
  - Public Open House #1 (in Lougheed and Burquitlam).

**Discussion/Analysis cont'd/**

***Refined Process and Timeline cont'd/***

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

Phase 2 will work with the input and findings of Phase 1 to develop and evaluate land use, transportation and servicing options.

*Key Tasks:*

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

Phase 3 – Draft Plan/Servicing Assessment (Q3 2015 – Q4 2015 stretch goal)

Phase 3 will involve synthesizing outcomes, feedback and analysis of previous phases into a draft Plan and companion Servicing Assessment.

*Key Tasks:*

- Undertake a final evaluation of preferred Plan components;
- Finalize land use and transportation network concepts;
- Prepare Plan policy to implement key land use and amenity concepts;
- Identify post-adoption Implementation Actions;
- Prepare Development Permit Area Guideline revisions;
- Prepare a Servicing Assessment;
- Consult with Council and stakeholders on the draft Plan:
  - Public Advisory Group meeting;
  - Issue based stakeholder meetings (as needed);
  - Council Review of Draft Plan;
  - Presentation of draft to select Council Advisory Committees.

Final Consultation and Plan Adoption (Q1 2016)

Following Council review and input on the draft Plan, a final round of consultation will be undertaken.

*Key Tasks:*

- Early circulation of draft Plan to municipalities/agencies (i.e., SD43);
- Open House #3 (in Lougheed and Burquitlam);
- Final Plan refinements;
- Public Hearing and Council considers bylaw adoption (integration into OCP).

## **Discussion/Analysis cont'd/**

### ***Supporting Parallel Initiatives***

Several supporting initiatives will be key inputs during Plan development and it is expected these parallel projects will be reflected in Plan policy:

- Burquitlam Transit and Transportation Integration Study (complete);
- Parks, Recreation and Culture Master Plan (in-progress);
- Austin-Rochester Integrated Watershed Management Plan (in-progress).

The Housing Affordability Strategy (HAS), currently in process, may also include Council policy that influences the updated BLNP.

### ***Interim Development Applications***

Given the significant development interest in Burquitlam and Lougheed, it is likely that new development applications will come forward within the Plan area during the BLNP process. Consistent with current practice, these applications will be evaluated and processed according to the TDS and current Neighbourhood Plan policy. Council can also determine if applications that are inconsistent with the TDS are considered in advance of BLNP completion.

As discussed on April 7, 2014, the TDS is a key guiding document for interim development and the Neighbourhood Plan update. Once the BLNP is complete and adopted, portions of the TDS applicable to Burquitlam and Lougheed will be superseded by the BLNP. The TDS will remain in effect for City Centre until that Area Plan is also updated (significant work on this is slated to begin in 2015).

### **Next Steps:**

Following Council endorsement of the scope, process and consultation approach, and appointment of the Public Advisory Group (staff will be reporting back to Council shortly to have the PAG appointed by Council), staff will begin Phase 1 with initial public consultation and background research. Staff aim to hold the first PAG meeting and the first Public Open Houses in the coming months, likely in Fall/Winter 2014.

### **Financial Implications:**

The BLNP 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 this will be funded from the existing Community Planning Division budget. Additional activities to raise awareness and increase public engagement (i.e., signage) will also be funded from the Community Planning budget.

**Financial Implications cont'd/**

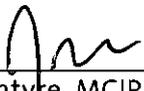
Similar to the recently adopted Partington Creek and Maillardville Neighbourhood Plans, a Servicing Assessment will be developed to summarize the infrastructure improvements and funding needed to support Plan implementation.

**Conclusion:**

The Evergreen Line is a significant long-term transportation investment for Coquitlam that will shape growth over the long term. New development pressures and changing housing market conditions triggered by the Evergreen Line make it timely to update the CWOCP for this area of Coquitlam and develop a new Burquitlam-Lougheed Neighbourhood Plan (BLNP) to guide growth within this key corridor over the next 20 to 25 years.

The proposed BLNP update will implement key TDS objectives and shape future transit-oriented growth around Evergreen Line stations. This project will be undertaken in three phases, with extensive consultation over the 2014-2015 timeframe.

Staff recommend that Council authorize staff to initiate the process for an updated Burquitlam-Lougheed Neighbourhood Plan (boundaries identified on Attachment 1). Staff also recommend that Council endorse the proposed scope, process and public consultation approach. Staff will also be reporting back to Council regarding Public Advisory Group (PAG) appointment in the near future.

  
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J.L. McIntyre, MCIP, RPP

RP/ms/lmc

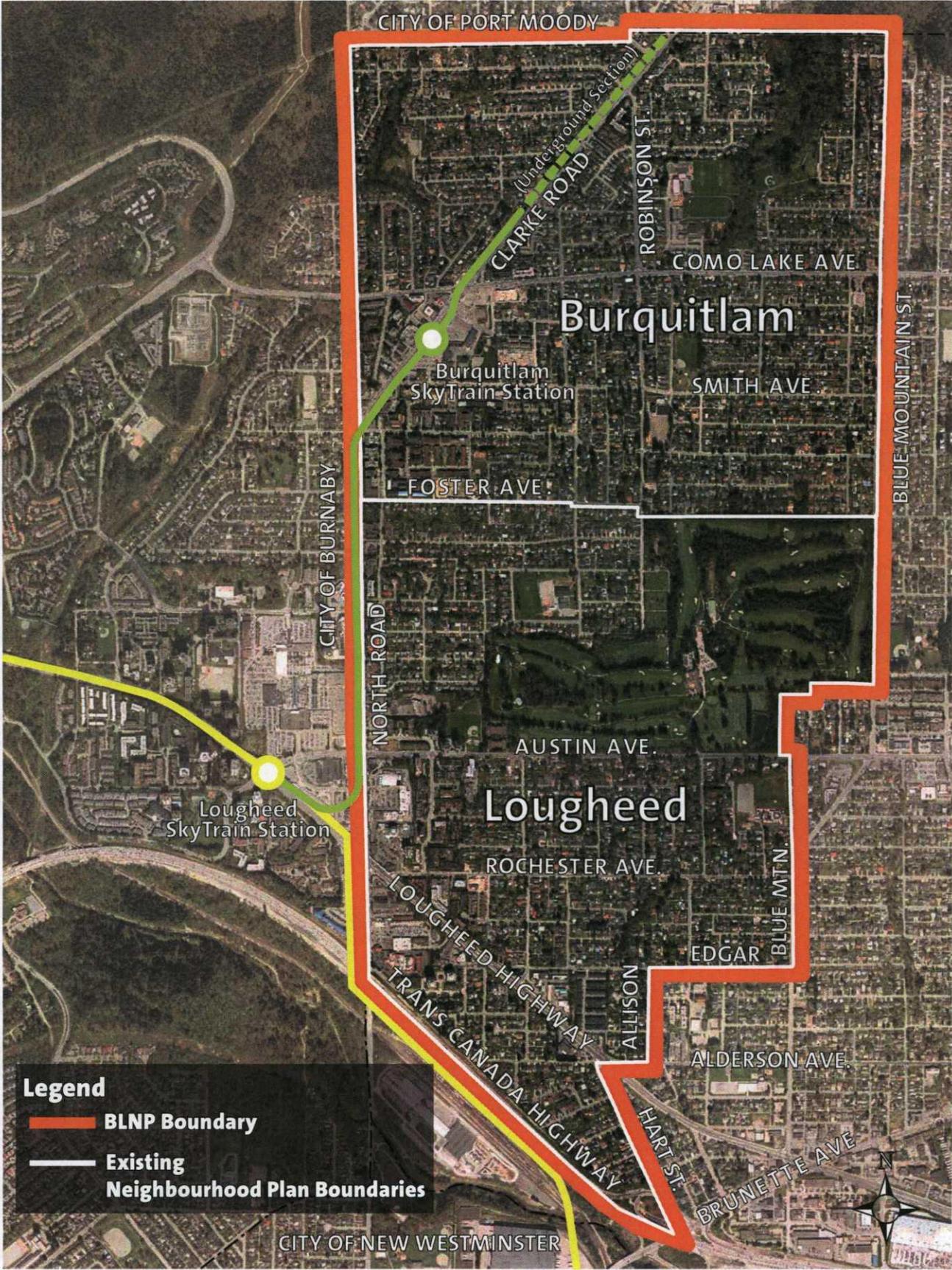
**Attachments:**

1. Location Map: BLNP Update (Doc# 1688911)
2. Proposed Public Advisory Group (PAG) Stakeholders (Doc# 1664407v.2)
3. PAG Terms of Reference (Doc# 1704774)

This report was prepared by Ryan Perry, Planner 2 and reviewed by Carl Johannsen, Manager Community Planning, Ian Radnidge, Manager Development Services, Kathleen Vincent, Manager Corporate Communications and BLNP staff core group members (Planning and Development, Engineering and Public Works, Parks, Recreation and Culture, Strategic Initiatives, Economic Development staff).

# Attachment 1

## Location Map | Burquitlam-Lougheed Neighbourhood Plan Update



# ATTACHMENT 2

## 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)

## **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.

***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.