

PLANNING AND DEVELOPMENT COMMITTEE

TO: MAYOR AND COUNCILLORS

**SUBJECT: OCP RESEARCH – COMMUNITY AND SOCIAL INFRASTRUCTURE
NEEDS ASSESSMENT – PROJECT INITIATION**

RECOMMENDATION:

THAT the report titled "OCP Research – Community and Social Infrastructure Needs Assessment - Project Initiation" dated March 13, 2024, be received for information; and

THAT the report be forwarded for information to the Social Planning Committee.

REPORT

The Planning and Development Committee, at its meeting held on March 13, 2024, received and adopted the attached report formally initiating the Community and Social Infrastructure Needs Assessment project.

On behalf of the Planning and
Development Committee,

Mayor Mike Hurley
Chair

Pietro Calendino
Vice Chair

TO: PLANNING AND DEVELOPMENT COMMITTEE (PDC)

FROM: GENERAL MANAGER PLANNING AND DEVELOPMENT

SUBJECT: **OCP RESEARCH – COMMUNITY AND SOCIAL
INFRASTRUCTURE NEEDS ASSESSMENT – PROJECT
INITIATION**

PURPOSE: To formally initiate the Community and Social Infrastructure Needs Assessment process.

RECOMMENDATION

THAT the report titled "OCP Research – Community and Social Infrastructure Needs Assessment Project Initiation" dated March 13, 2024, be received for information; and

THAT this report be forwarded for information to the Social Planning Committee.

1.0 POLICY SECTION

The Community and Social Infrastructure Needs Assessment (Needs Assessment) aligns with the following Council-adopted policies:

- *Equity Policy* (2020);
- *Community Benefit Bonus Policy* (2020);
- *Social Sustainability Strategy* (2011); and
- *Official Community Plan* (1998).

2.0 BACKGROUND

The update to Burnaby's Official Community Plan (OCP), Burnaby 2050, is underway to meet the needs of a growing and changing population. At the same time, community-serving infrastructure must be considered in order to keep pace with more housing units and employment space to support daily needs, livability and well-being. The need to understand Burnaby's community and social infrastructure requirements and a scope of work to conduct this research was authorized by Council on July 24, 2023.

Since then, the City was awarded a \$150,000 Union of British Columbia Municipalities (UBCM) *Complete Communities* grant for this Needs Assessment, and a consultant has been selected to work on the project through an open procurement process.

On December 7, 2023, the Province enacted amendments to the *Local Government Act*, including *Bill 46 (Development Financing)*, which enables local governments to capture additional Development Cost Charges (DCC) and establish an Amenity Cost Charge (ACC) program to assist in financing infrastructure, services and amenities that are required to accommodate growth. As such, the Needs Assessment will be an important component in understanding the anticipated infrastructure needs of the community as part of a longer-term amenity framework for the City.

3.0 GENERAL INFORMATION

Community and social infrastructure are facilities and spaces where people may come together to access programs, services or events that contribute to social well-being. The Needs Assessment will be looking into City-owned and non City-owned infrastructure, such as community centres, recreation facilities, parks, libraries, child care centres, community resources centres, neighbourhood houses, schools, health facilities, commercial spaces (grocery stores, cafes, etc.), arts and cultural facilities, and places of faith.

3.1 Project Scope and Objectives

The Needs Assessment has been scoped to inform several City projects, including Burnaby 2050, the ACC/DCC programs, a future Parks, Recreation and Culture (PRC) Master Plan, and a Social Infrastructure Strategy. The goal of the Needs Assessment is to provide an understanding of current and projected community and social infrastructure needs in Burnaby to support the creation of healthy, resilient, and complete communities. The Needs Assessment will assist the City in planning for future community and social infrastructure, projecting costs of the infrastructure, and, after the OCP's adoption, using that information to help set rates for proposed Amenity Cost Charges. Updates to the Needs Assessment is anticipated to be on an ongoing basis moving forward to ensure timely and relevant information to inform the various City projects utilizing this information.

The objectives of the Community and Social Infrastructure Needs Assessment are to:

1. **Understand community and social-serving needs, gaps, and challenges through a complete communities spatial analysis.** This analysis would be based on geography, infrastructure type, ease of access, and ownership to help understand what contributes to complete communities.
2. **Gain a deeper understanding of infrastructure needs.** Learn from City and non-City service operators on what spaces organizations use now, facility-related challenges (capital or operating), and how that translates to facility needs.

Provide policy recommendations. The recommendations would be related to regulatory and land use considerations, improving access and safety to services (e.g., co-location, clustering, thinking about improving safety/activation/walkability of spaces between key points of interest, etc.), criteria or principles to help secure or

prioritize infrastructure in Burnaby, and a shortlist of urgent infrastructure needs by geographic area and infrastructure type.

3.2 Project Team

A cross-departmental project team will work with a consultant team to complete the Needs Assessment. The consultant team will be responsible for data gathering and analysis, spatial analysis and map-making, as well as engagement with community and social infrastructure providers and users.

3.3 Project Timeline

The Needs Assessment will be completed in three phases over a ten-month period. The first phase, beginning in December 2023, is underway, and includes data gathering, environmental scans of existing internal and external policies, creation of an engagement plan, and developing a methodology to do the complete communities analysis. The second phase will assess infrastructure needs, gaps, challenges and opportunities currently and in the future. This will be done by using maps of existing infrastructure, conducting a complete communities spatial analysis and sectoral engagement. The last phase will provide recommendations to address the needs and gaps. See Table 1 for an overview of the phases and key deliverables.

Table 1: Needs Assessment Phases and Key Deliverables

Phase	Key Deliverables	Duration
1 Prepare for the Assessment	<ul style="list-style-type: none"> • Best Practices Review • Methodology Report • Community Profile • Engagement Plan 	December 2023 – March 2024
2 Conduct Analysis	<ul style="list-style-type: none"> • Complete communities spatial analysis • Engagement with service operators • What We Learned Report • Interim Summary Report 	April – August 2024
3 Provide Recommendations	<ul style="list-style-type: none"> • Draft Final Report • Final Report 	September – October 2024

Staff will report back to the Committee and Council on the deliverables of the project, such as the What We Learned Report and Final Report. The Needs Assessment will use a mix of quantitative (i.e., spatial analysis, surveys) and qualitative (i.e., literature review, focus groups, interviews) methods to inform the analysis and recommendations for the final report. The project will also apply an equity lens to inform the project process and work deliverables to ensure the perspectives and barriers of under-represented demographics are considered.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Engagement with City and non-City service operators will be done between May and June 2024. Methods include conducting a survey, focus groups, and interviews with City service departments, public institutions, as well as social, arts and cultural organizations that provide services or programming to diverse communities in Burnaby.

The general public will not be directly engaged as part of the project as the focus will be at the facility planning and infrastructure-needs level. Detailed understanding of service and programming preferences of direct service users would be captured by service operators as part of their ongoing work and perspective. Public engagement on community and social infrastructure will take place through the broader OCP Phase 3 engagement program taking place in April and May of 2024.

City staff will support the outreach and targeted communications to key organizations, community committees, public institutions (i.e., Fraser Health, Burnaby School District), and other City staff to ensure the success of the engagement.

5.0 FINANCIAL CONSIDERATIONS

In September 2023, the City was successful in receiving a UBCM *Complete Communities* grant for \$150,000. These funds will pay for the entirety of the project, including the consultant fees and any additional funds required to conduct engagement.

Respectfully submitted,

Ed Kozak, General Manager Planning and Development

REPORT CONTRIBUTORS

This report was prepared by Vivian Wong, Planner 2 and reviewed by Margaret Manifold, Planner 3, Erin Rennie, Planner 3, Andre Isakov, Director Parks, Recreation and Culture Planning, Johannes Schumann, Director Neighbourhood Planning and Urban Design, Wendy Tse, Director Community Planning and Lee-Ann Garnett, Deputy General Manager Planning and Development.