



APPENDIX I: GOVERNANCE & PLANNING

FINAL REPORT OF THE BURNABY COMMUNITY ASSEMBLY

SFU

MORRIS J. WOSK
CENTRE FOR DIALOGUE

BURNABY COMMUNITY ASSEMBLY

Join the conversation about Burnaby's future

About this Appendix

This document is an appendix to Burnaby Community Assembly Final Report, providing further background and detail about Assembly's Recommendations, and the process used to produce them.

Any works referring to this material should cite:

"Appendix I", Burnaby Community Assembly Final Report. Simon Fraser University's Morris J. Wosk Centre for Dialogue, November 2024.

See also:

Burnaby Community Assembly Final Report. Simon Fraser University's Morris J. Wosk Centre for Dialogue, July 2024

Burnaby's Official Community Plan Explained: Learning Materials for the Burnaby Community Assembly. Simon Fraser University's Morris J. Wosk Centre for Dialogue, May 2024.

To access reports or learn more about the Assembly, visit burnabyassembly.ca

About SFU's Morris J. Wosk Centre for Dialogue

Simon Fraser University's Morris J. Wosk Centre for Dialogue fosters shared understanding and positive action through dialogue and engagement. Through processes such as Your Voice, Your Home: Meeting the Housing Needs of Burnaby Residents, Mitigating Wildfire, the Burnaby Economic Recovery Task Force, and the Citizen Dialogues on Canada's Energy Future, we have engaged hundreds of thousands of participants to create solutions for many of society's most pressing issues.

<https://www.sfu.ca/dialogue.html> | dialogue@sfu.ca | [@sfudialogue](https://twitter.com/sfudialogue)

The Ancestral and Unceded Homelands of the hən̓q̓əmi̓nəm̓ and Sḵwx̱wú7mesh sníchim Speaking Peoples

The organizers of the Burnaby Community Assembly acknowledge that the area now known as the City of Burnaby is situated on the ancestral and unceded territories of the hən̓q̓əmi̓nəm̓ and Sḵwx̱wú7mesh sníchim speaking peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), səliłwətał (Tseil-Waututh), and kʷikʷəłəm (Kwikwetlem) Nations.

Overview of the Burnaby Community Assembly

The Burnaby Community Assembly is a broadly representative group of 40 residents selected by civic lottery to create recommendations for the City of Burnaby's Official Community Plan under the guiding question: **How should Burnaby grow and change by 2050 to create a city where everyone can thrive?**

Assembly Members worked together over 7 full-day sessions between February 24 and June 15, 2024 to learn about their city, hear each other's perspectives and work through trade-offs. Issues tackled included density, livability, housing, climate change and transportation in the context of a growing city.

The Assembly process was designed and overseen by Simon Fraser University's Morris J. Wosk Centre for Dialogue in a collaborative but arm's-length partnership with the City of Burnaby. The City of Burnaby committed in advance to receive and respond to the Assembly's recommendations, ensuring the process is transparent and accountable. City Council remains responsible for final approval of the Official Community Plan.

Purpose of this Appendix

This document is one of seven detailed appendices for the Burnaby Community Assembly's final report. SFU's Morris J. Wosk Centre for dialogue has made these extensive materials available in the interests of transparency and accountability.

These materials will support Burnaby residents, and all others who have interest in the development of the Burnaby 2050 Official Community Plan, in understanding the detailed process by which the Assembly Members developed their recommendations. These appendices will also support engagement and learning about community and planning issues in Burnaby, centred around the Assembly's guiding question: **How should Burnaby grow and change by 2050 to create a city where everyone can thrive?**

Furthermore, these materials will allow the Burnaby Community Assembly to serve as a detailed case study for analysis and consideration by researchers, public engagement practitioners, governments, and all those who are interested in deliberative democratic processes. A "deliberative wave" of community assemblies and similar processes have been internationally recognized by the Organization for Economic Co-operation and Development (OECD) for transforming how cities and other levels of government engage residents on complex issues, and the Centre for Dialogue is one of many organizations working towards strengthening the effectiveness of these processes.

In 2021, Burnaby became the first known local government in Canada to commission a Community Assembly for its Official Community Plan. In 2024, Gibsons, BC became the first known community to finish such an Assembly, working in partnership with the Centre for Dialogue's Renovate the Public Hearing Initiative. Alongside the work of other regional leaders in public participation, such as the City of New Westminster, we hope these processes will set a new benchmark for how local governments engage their communities on the decisions that matter most.

Note On Structure:

These appendices contain a number of documents, reports and slide decks from throughout the Assembly process. Please refer to "document lists" that are included throughout these appendices to help navigate these numerous embedded documents.

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Introduction: Governance & Planning

This section contains documents outlining the pre-planning phase of the Assembly design process, prior to the launch of the civic lottery in January 2024.

Please note that some specifics of the Assembly design evolved over time, and the actual activities of the Assembly may deviate from what is outlined in these planning-stage documents from the fall of 2023.

In some of these documents the Assembly is titled, “Burnaby Citizens’ Assembly on Livable and Resilient Neighbourhoods”, which was later changed to simply, “Burnaby Community Assembly”.

City of Burnaby Pre-Planning

This project was led by SFU’s Morris J. Wosk Centre for Dialogue, in a collaborative, but arms-length partnership with the City of Burnaby.

In this section, please find the PowerPoint slides from the SFU Morris J. Wosk Centre for Dialogue’s presentation to Burnaby City Council on Monday, September 25, 2023. The video and meeting minutes from that meeting are available on the City of Burnaby’s Meetings and Public Hearings webpage [here](#).

These slides are followed by the Draft Integration Plan outlining the planned process for the Assembly including details about the arms-length, but collaborative relationship between the Centre for Dialogue and the City of Burnaby.

Document List: City of Burnaby Pre-Planning

Please find the following documents in the following pages:

- Slides from September 23, 2023 Presentation to Burnaby City Council
- Draft Integration Plan

SFU

MORRIS J. WOSK
CENTRE FOR DIALOGUE

Burnaby City Council

**Citizens' Assembly on Livable and Resilient
Neighbourhoods**

September 25, 2023





Today's Agenda

1. What is a Citizens' Assembly?
 2. Benefits for the City of Burnaby
 3. Civic Lottery Selection Criteria
 4. Council Interaction with Assembly
 5. Response to Assembly Recommendations
 6. Discussion Questions
-

What is a Citizens' Assembly?

I. Before

Setting up the governance, preparing evaluation, doing sortition



Preparing the learning and evidence



SORTITION – STAGE 01



Invitation sent to a random sample of the population (2,000-30,000) by Post, Phone, Email...



Recipients can volunteer to opt in to the lottery

SORTITION – STAGE 02



Second selection by lottery amongst the volunteers stratified based on : gender, age, location, socio-economic criteria



Final group broadly representative of the community concerned (city, state, country etc.)

II. During

01 Welcome & intro



02 Learning



03 Deliberation



04 Drafting & presenting recommendations



III. After

Follow-up: Response to & implementation of recommendations by the authority, communication, evaluation, monitoring



Making it ongoing





Benefits to City of Burnaby

The Citizens' Assembly on Livable and Resilient Neighbourhoods will support the development of Burnaby 2050 by:

1. Augmenting the existing OCP engagement process
2. Reaching a representative group of Burnaby residents, including under-heard voices
3. Modeling dialogue and evidence-based deliberation for the Burnaby community
4. Providing actionable recommendations that fit within the constraints faced by Council



Civic Lottery & Selection Criteria

A Civic Lottery will be used to select 40-50 residents to sit on the Assembly, who together will broadly reflect the demographic diversity of Burnaby based on census data. Criteria used for the Civic Lottery may include:

- Age
 - Gender identity
 - Renter/homeowner status
 - Location of residence
 - Level of education
 - Ethnicity and/or language spoken at home
-

Options for Council Engagement with Assembly

1. Providing feedback on Assembly goals and focus
2. Participating in one-on-one interviews to inform design
3. Receiving progress updates at future Council meetings
4. Engaging with Assembly members at key milestones
5. Providing feedback on draft recommendations
6. Formally responding to final recommendations



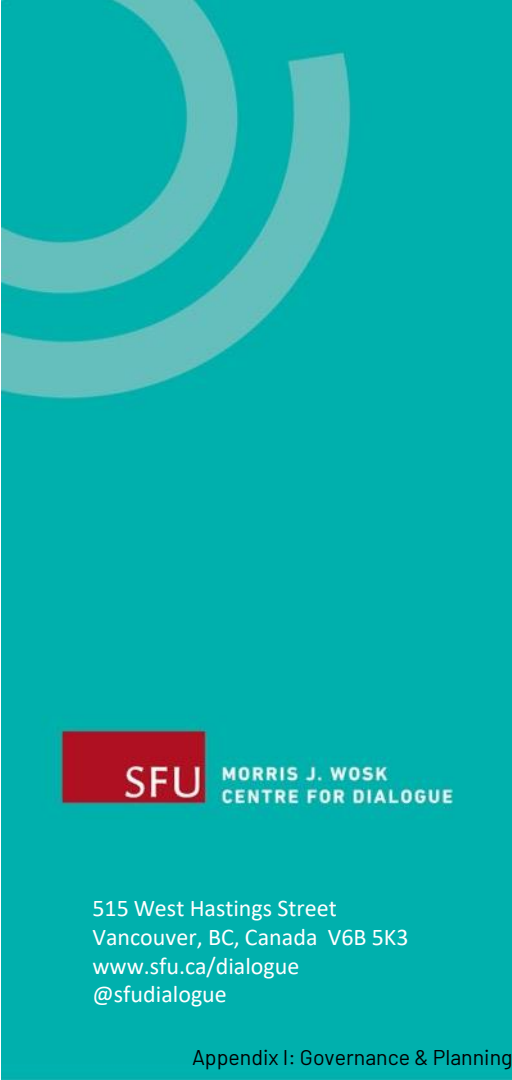
City Response to Assembly Recommendations

- The Centre for Dialogue will run the Assembly in a collaborative but arm's length manner similar to the relationship established for *Your Voice, Your Home*.
- Burnaby has committed in its MoU to respond publicly to each of the Assembly's final recommendations.
- This commitment extends the City of Burnaby's ongoing leadership in participatory democracy among its peers in Metro Vancouver.



Discussion Questions

- What would Council like to learn from the Citizens' Assembly?
- What demographics does Council feel are important to include in the Civic Lottery?
- How would Council like to interact with the Assembly while it is meeting?
- How would Council like to receive and respond to the Assembly's final recommendations?



515 West Hastings Street
Vancouver, BC, Canada V6B 5K3
www.sfu.ca/dialogue
[@sfudialogue](https://twitter.com/sfudialogue)



Draft Plan for City/Assembly Integration: Burnaby Citizens' Assembly on Livable and Resilient Neighbourhoods

Last Updated: September 27, 2023



Cover photo by [Alfred Shum](#), Writ3Click Photography

Part of the Urban Resilient
Futures Burnaby initiative



A CITIZENS' ASSEMBLY ON LIVABLE AND RESILIENT NEIGHBOURHOODS



Your Voice, Your Home Community Recommendations Workshop (City of Burnaby, 2019).

On September 20, 2021, Burnaby City Council, on the [recommendation of the Chief Administrative Officer, authorized staff](#) to join the Urban Resilient Futures Burnaby initiative and enter into an MoU with founding program partners SFU's Morris J Wosk Centre for Dialogue and Vancity. Council's endorsement included a commitment to participate in a "Citizens' Assembly on Livable and Resilient Neighbourhoods and Official Community Plan" in which Council would take into consideration and respond to recommendations provided by the Assembly. This commitment extends the City of Burnaby's ongoing leadership among its peers in Metro Vancouver in participatory democracy, as demonstrated through processes such as the IAP2-recognized *Your Voice, Your Home* initiative and the Mayor's Task Force on Community Housing.

The subsequent MoU confirmed that SFU's Morris J Wosk Centre for Dialogue will work with editorial autonomy to lead the Assembly. The Assembly will be comprised of a representative body of 40-50 residents who will meet over a series of eight Saturdays to learn, work through trade-offs, find hidden consensus and create recommendations for Burnaby's new Official Community Plan. Throughout the Assembly, the Centre for Dialogue will work in close partnership with the City to create an evidence-informed process that supports the City's OCP decision-making and integrates with City-led engagement activities.



THE OPPORTUNITY OF A GENERATION

Burnaby, BC’s third largest city, is embarking on the development of a new Official Community Plan to guide and manage the City’s growth between now and 2050 in a way that reflects the community’s aspirations and values. On paper, this means tackling common municipal issues such as land use, transportation, housing, the environment, community facilities and services, and social and economic planning. In practice, this once-in-a-generation document carries significant hope and risk, with the need to create the framework that will transition Burnaby to a zero-emissions city, welcome more than 100,000 new residents, and tackle the cost of living in one of the world’s most unaffordable housing markets.

This work presents an immense opportunity to invest in community relationships and capacity, advance accessibility and inclusion, and engage those residents who are most impacted by the topics at-hand. It also provides an important milestone for advancing the City’s implementation of the Truth and Reconciliation Commission of Canada’s 94 Calls to Action, as well as British Columbia’s Declaration on the Rights of Indigenous Peoples Act. In addition, the City has developed guiding principles to make sure the OCP process is visionary, creative and fun, evidence-based and data-driven, benefitting from a “systems thinking” approach, climate-focussed, innovative and forward-thinking.

HOW THE CITIZENS' ASSEMBLY WILL WORK

Internationally, the OECD has identified a “deliberative wave” of citizens’ assemblies and similar processes that are transforming how cities and other levels of governments engage residents on complex issues. These processes use modern engagement approaches to address critical shortcomings in conventional engagement by:

- Seeking out participants who reflect the full diversity of their communities;
- Creating conditions for learning and informed input;
- Building empathy to reduce interest-based polarization; and
- Presenting actionable recommendations to decision-makers that can increase the quality, democratic legitimacy and social consensus for city actions.

The Burnaby Citizens’ Assembly on Livable and Resilient Neighbourhoods will begin with a civic lottery process that will select 40-50 residents who together reflect the demographics of Burnaby. Through this process, 10,000 to 20,000 randomly selected households will receive an initial invitation by mail. Those residents who respond will then be entered into the second stage of the civic lottery, where final Assembly Members will be selected in a manner that balances pre-determined demographic criteria. This process will result in a “mini public” that is highly representative of the diversity of Burnaby. To support equity in participation, funding will be available to offset expenses or lost income that would prevent Assembly Members from attending (e.g. honoraria, child or elder care expenses, etc.).

The Assembly will start with a phase for learning and visioning to connect members with evidence-based information and diverse perspectives, including discussion materials and presentations from experts and proponents. These initial meetings will also build upon the early phases of City-led engagement for the Official Community Plan and will develop guiding principles for decision-making. Examples of issues the Assembly might explore include land use planning, housing affordability, and issues related to livability and resilience (e.g. urban design, amenities, urban tree canopy, etc.). A minimum of one day of the Assembly will be devoted to climate change mitigation and adaptation, while cross-cutting connections between issues will be identified throughout the Assembly process.

The Assembly will then enter a deliberation phase where members examine municipal policy options and work through trade-offs in relation to their values. At defined moments in the Assembly, members will interact with the wider community to spark broad public interest, generate ideas and model dialogue as an alternative to polarized debate. City Council will also be invited to see the Assembly in action.

Before finalizing its recommendations, the Assembly will seek feedback on its emerging directions from experts, city representatives, community stakeholders and all Burnaby residents so that they can optimize their final recommendations to reflect specific needs within the community, as well as the real-world constraints faced by decision-makers. City Council will receive the Assembly’s recommendations and has committed to provide a formal, public response to each recommendation. The Wosk Centre will assist representatives from the Assembly in promoting their recommendations to the wider community and decision-makers, and will later reconvene these representatives to review and comment on the City’s draft Official Community Plan.

ASSEMBLY AUTONOMY AND DECISION-MAKING

The Centre for Dialogue, with the assistance of an Advisory Committee that it appoints, will design and oversee the Assembly with editorial autonomy from City of Burnaby and other partners to meet the standards for arm's length independence recommended by the OECD. This editorial autonomy is confirmed in the Urban Resilient Futures Burnaby MoU and is similar to the collaborative but independent relationship established between the Centre for Dialogue and City of Burnaby during the *Your Voice, Your Home* public engagement process. The Assembly will not replace the public engagement processes led for the City of Burnaby to update its Official Community Plan, but will be designed so as to build upon and reinforce the Official Community Plan development and engagement processes.

Notwithstanding its editorial independence, the Wosk Centre will consult the City of Burnaby to identify issues relevant to the Assembly and source evidence-based information for discussion materials. Burnaby has also committed in the MoU to provide information about how policy options will impact equity-seeking communities and groups that face heightened vulnerability to climate change¹. Collaboration on communications with the City of Burnaby will be especially important so that community members understand the City's commitment to hear from the Assembly. The Wosk Centre will also invite appropriate participation from partner teams or the staff from other civic institutions as breakout facilitators or similar roles, with a goal to invest in Burnaby's internal capacity for deliberative dialogue. The design of the Assembly will also be informed by interviews and/or workshops with experts, community groups, proponents of specific viewpoints and members of equity-seeking communities, as well as by a review of the issues identified by community members through the visioning phase of the City's Official Community Plan engagement.

¹ For example, the Gender-Based Analysis + (GBA+) framework used by the Government of Canada, Government of British Columbia and a number of municipal governments in BC.

TIMELINE & KEY MILESTONES

Phase	Task	Due Date	Year	
Strategic Direction	Strategic Direction Phase Begins	June	2023	
	Kickoff Meeting (Completed)	August		
	Project Framework Presented to City Council (Completed)	September		
Conceptual Design	Conceptual Design Phase Begins	October		
	Workshop with City Staff	October		
	1:1 Interviews with City Councilors	October / November		
	Advisory Committee Finalized	November		
	Advisory Committee vets issue framing, selection criteria, etc.	November		
Detailed Design	Detailed Design Phase Begins	December		2024
	Initial Recruitment Notifications Sent / Registration Opens	January		
	Project Update Presented at City Council Meeting	January		
Learning	Learning Phase Begins	February		
	Final Assembly Members Confirmed	February		
	Meeting #1: Assembly Kick-Off	*February 24, 2024		
	Meeting #2: Education	*March 2, 2024		
Deliberation	Deliberation Phase Begins	February		
	Meeting #3: Deliberation	*March 16, 2024		
	Meeting #4: Deliberation / Recommendations Drafting	*April 13, 2024		
Recommendations	Recommendations Phase Begins	April		
	Meeting #5: Draft Recommendations Finalization	*April 27, 2024		
	Draft Recommendations Shared for City, Stakeholder and Public Feedback	*May TBC		
	Meeting #6: Review & Integrate Feedback	*June 1, 2024		
	Meeting #7: Ratify Final Recommendations	*June 15, 2024		
	Final Report and Recommendations Submitted	*July TBC		
Follow Through	Follow Up Phase Begins	August		
	Council Response to Recommendations	TBD		
	Meeting #8: Follow Up to Council Response	TBD		

*Draft Assembly meeting dates still subject to change

PROJECT PHASES AND WORK STREAMS

DRAFT FRAMEWORK	Strategic Direction Phase	Conceptual Design Phase	Detailed Design Phase	Learning & Visioning Phase	Deliberation Phase	Recommendations Phase	Follow-Through Phase
	July - Oct 2023	Oct - Nov 2023	Dec 2023 - Feb 2024	Feb – Mar, 2024	Mar - April, 2024	April - June, 2024	Summer 2024 onward
Management	<ul style="list-style-type: none"> Goals & objectives First Nations & Indigenous relationship development 	<ul style="list-style-type: none"> Partners confirm roles (e.g. facilitators) Roles for Indigenous knowledge keepers 	<ul style="list-style-type: none"> Pre-launch readiness evaluation 	<ul style="list-style-type: none"> Mid-point evaluation # 1 	<ul style="list-style-type: none"> Mid-point evaluation # 2 	<ul style="list-style-type: none"> Participant exit evaluation 	<ul style="list-style-type: none"> Chair issues technical report with process evaluation results Impact evaluation (post-OCP)
Integration with City Council & OCP Team	<ul style="list-style-type: none"> Core topics confirmed Staff workshop Framework presented to Council Prep invite from Mayor 	<ul style="list-style-type: none"> Council 1:1 interviews Align growth scenarios and assembly design Protocols to receive CA recommendations 	<ul style="list-style-type: none"> City feedback on draft discussion materials Update at Council meeting 	<ul style="list-style-type: none"> Staff present context & growth scenarios to CA Staff present for Q&A Council invited to sit with Assembly 	<ul style="list-style-type: none"> Staff conduct research to support Assembly Council invited to sit with Assembly 	<ul style="list-style-type: none"> Staff identify impacts for emerging directions Council & staff invited to respond to draft recommendations 	<ul style="list-style-type: none"> Assembly presents recommendations to Council for response Assembly gives feedback on draft OCP
Issues framing, evidence & editorial oversight	<ul style="list-style-type: none"> Issues identification (interviews, media scan, workshops) Build evidence base & map interest groups 	<ul style="list-style-type: none"> Advisory Committee vets issue framing, selection criteria, etc. Develop tools to explore core topics 	<ul style="list-style-type: none"> Discussion materials drafted for Advisory Committee & City feedback Presenters confirmed 	<ul style="list-style-type: none"> “Approaches & Impacts” co-created with Assembly Assembly identifies additional priorities 		<ul style="list-style-type: none"> Advisory Committee responds to draft recommendations 	<ul style="list-style-type: none"> Advisory Committee supports follow-through on final recommendations
Civic lottery & participation	<ul style="list-style-type: none"> Selection criteria considered by City 	<ul style="list-style-type: none"> Selection criteria reviewed by Advisory Committee 	<ul style="list-style-type: none"> Randomized invitations sent by mail Final Assembly participants selected via civic lottery 	<ul style="list-style-type: none"> Accessibility supports Engagement with civic lottery volunteers who weren't selected 	<ul style="list-style-type: none"> Accessibility supports Engagement with civic lottery volunteers who weren't selected 	<ul style="list-style-type: none"> Accessibility supports Engagement with civic lottery volunteers who weren't selected 	<ul style="list-style-type: none"> Assembly selects reps to speak on its behalf Follow-up communications
Assembly convening	<ul style="list-style-type: none"> Dates scheduled for 7 sessions 	<ul style="list-style-type: none"> All team roles & vendors filled High-level design & for all 7 sessions 	<ul style="list-style-type: none"> Detailed design for first 3 sessions 	<ul style="list-style-type: none"> First 2-3 meetings for learning and issues exploration 	<ul style="list-style-type: none"> Next 2-3 meetings for deliberating options and developing draft recommendations 	<ul style="list-style-type: none"> Final 2-3 meetings to receive feedback and refine recommendations 	<ul style="list-style-type: none"> Assembly table reps reconvene to give feedback on draft OCP
Community-wide engagement	<ul style="list-style-type: none"> Micro site launched Existing OCP engagement feedback reviewed 		<ul style="list-style-type: none"> Publicity: watch for your invitation! Door knocking in select postal codes (\$) Blog to share updates 	<ul style="list-style-type: none"> Launch publicity Video highlights (\$) Share learning materials outward 	<ul style="list-style-type: none"> Community invited to meet Assembly Public survey on approaches & impacts 	<ul style="list-style-type: none"> Community invited to respond to draft recommendations in open house and survey 	<ul style="list-style-type: none"> Final recommendations announced & presented Follow-up comms at major milestones

COLLABORATIVE DESIGN PROCESS

The detailed design of the Citizens' Assembly on Livable and Resilient Neighbourhoods will be developed through a consultative process including input from City Council, City staff, community groups and technical experts. Initial opportunities for collaboration with City Council and staff are highlighted below, with a focus on program design through fall 2023.

Kickoff Meeting (Completed) and Follow-up with OCP Team (Ongoing)

The purpose of the Kickoff Meeting is to establish a shared understanding of the overall framework for collaboration with the City, including timelines, protocols and roles, as well as to confirm opportunities for City Council and staff to provide more detailed input or participate.

Proposal agenda items for the Kickoff Meeting include:

- Governance and strategic direction
 - Editorial autonomy and collaboration
 - Council input into design framework
 - Staff workshop agenda
 - Role of Advisory Committee
 - Considerations for Reconciliation with Indigenous Peoples
- Project phases and work streams
 - Assembly timelines & meeting dates
 - Integration points with City Council and Staff
 - Ongoing meeting structures / who to contact for what
- Next steps

Proposed agenda items for follow-up meetings with the OCP Team include:

- Council protocols (dedicated meeting?)
 - Securing Mayor's signature on invitation letter for civic lottery
 - Protocols to interview Councillors individually and sharing themes publicly
 - Protocols for Assembly Chair to update Council (e.g. delegation, email, etc.)
 - Protocols for Council to interact directly with Assembly Members
 - Formal process for Assembly to deliver recommendations to Council
- Communications and engagement integration (dedicated follow-up meeting?)
 - Amplifying announcements and messages through City comms channels
 - Accessing current OCP engagement results to inform assembly issue framing
 - Including Assembly-related questions in city-led engagement (e.g. surveys)
 - Formal process for Council to respond to Assembly recommendations

- Technical integration with OCP team (dedicated follow-up meeting?)
 - Growth scenarios and technical analysis
 - Contributions to discussion guide
 - Formal staff presentations to Assembly
 - Staff response to Assembly questions and research requests
 - Evaluating impacts of Assembly recommendations (including GBA+)

Staff Workshop

The purpose of the staff workshop is to source ideas about the content of the Assembly, as well as to allow a wider range of City staff explore what the Assembly means relative to their work.

Proposed agenda items include:

- Success metrics, hopes and concerns
- Identification of OCP-related issues
- Ideas for community education and evidence-based discussion materials
- Development of a “curiosity agenda” (what staff would like to learn from Assembly)
- Opportunities for further involvement (e.g. volunteers to facilitate tables)

Presentation of Design Framework at Council Meeting

Building on early staff feedback, the Centre for Dialogue will present a Draft Design Framework to City Council in early fall. Council will have the opportunity to provide feedback on major aspects of project design, including:

- Success metrics for Assembly
- Council’s commitment to consider and respond to participant recommendations
- Opportunities for Council to engage while Assembly is in progress
- Criteria for civic lottery

Further project updates will also be presented at a City Council meeting in December 2023 or January 2024.

Community Advisory Committee Fall Meetings

The Community Advisory Committee will be an impartial body to oversee the integrity and balance of the Assembly process. Advisory Committee members will bring knowledge of the diverse Burnaby community and will enhance the credibility of the process to residents and City officials. Key agenda items discussed during the fall include:

- Finalizing criteria for civic lottery
- Confirm naming and framing of key issues
- Accessibility and equity considerations
- Rules for Assembly decision-making

BUDGET

The full cost for designing and running the Burnaby Citizens' Assembly on Livable and Resilient Neighbourhoods is covered by the existing Urban Resilient Futures Burnaby budget. Total expenses for the Assembly are estimated at \$350,000, not including in-kind contributions from partners.

ABOUT URBAN RESILIENT FUTURES BURNABY

The Burnaby Citizens' Assembly on Livable and Resilient Neighbourhoods is part of the 3-year Urban Resilient Futures Burnaby initiative. Program deliverables include:

- **Creating a shared vision and directions for consideration in community planning** through the convening of a Burnaby Citizens' Assembly on Livable and Resilient Neighbourhoods.
- **Accelerating action on retrofits for commercial and residential buildings** by facilitating a Zero Emissions Buildings Retrofit Task Force.
- **Increasing resident awareness and unlocking community capacity for climate action** by funding neighbourhood climate action projects.
- **Demonstrating how cities can advance a just transition**, by integrating the voices of equity-seeking communities, groups that will be most impacted by climate change and First Nations rights holders.
- **Developing participatory systems for governance, learning and evaluation** that help the City of Burnaby to sustain a just transition in partnership with residents and stakeholders.

FOUNDING PARTNERS

The founding partners for Urban Resilient Futures Burnaby are the City of Burnaby, Simon Fraser University's Morris J. Wosk Centre for Dialogue and Vancity, initiated by a generous contribution from an anonymous donor. The initiative is managed by Simon Fraser University's Morris J. Wosk Centre for Dialogue in collaboration with the City of Burnaby and Vancity based on the terms of a shared MoU.

How Organizers Worked with Indigenous Title Holders and Knowledge Holders for the Burnaby Community Assembly

The organizers of the Burnaby Community Assembly acknowledge that the area now known as the City of Burnaby is situated on the ancestral and unceded territories of the hən̓q̓əmi̓nəm̓ and Sk̓wx̓wú7mesh sníchim speaking peoples, including the x̓w̓məθk̓w̓əy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish), səliłwətəl (Tsleil-Waututh), and k̓w̓ik̓w̓əłəm (Kwkwetlem) Nations.

In planning the Assembly, SFU's Morris J. Wosk Centre for Dialogue sent referral letters to Host Nations. The Sk̓wx̓wú7mesh (Squamish) Nation responded and provided feedback on how to share a summary of their priorities with Assembly Members. Based on feedback from Indigenous Knowledge Holders, organizers set a target for participation by Indigenous community members in the civic lottery process, and also provided Assembly Members information the Burnaby Village Museum had already developed in conjunction with local Knowledge Holders. The organizers further highlighted information about Indigenous experiences in relevant learning materials.

We are grateful to the many Indigenous individuals who supported this process. Elder Jackie Gonzales Sk̓wx̓wú7mesh/Musqueam Nations matriarch from the Village of Eslh7an, spoke the Assembly on a number of occasions, helped to launch the Assembly in a good way, inspiring Members with a multigenerational perspective and marked the end of the Assembly with a blanketing ceremony that was very meaningful to us. Ernie Cardinal from Spirit of the Children Society shared his perspective with Assembly Members through the "Community Exchange Reference Panel". Mikelle Sasakamoose, Nehiyaw, Secwepemc, Syilx City of Burnaby Director, Indigenous Relations and Reconciliation helped to ensure alignment between the Assembly and the City's government-to-government relationship building priorities. Ginger Gosnell-Myers, Nisga'a-Kwakwaka'wakw Indigenous Fellow with the SFU Morris J. Wosk Centre for Dialogue focused on Decolonization and Urban Indigenous Policy and Planning, provided valuable advice. Any mistakes we made were our own.

While SFU's Morris J. Wosk Centre for Dialogue took additional steps to invite further Indigenous knowledge, participation and perspectives into the Assembly, we recognize that the impact of our efforts was incremental, and that significant work remains. As we walk our own path of Reconciliation, we are continuously learning and unlearning. Important lessons for organizers include understanding the complexities of Indigeneity in the context of a civic lottery, acknowledging the time, effort, and resources required to build reciprocal relationships with Host Nations and Urban Indigenous Peoples, and continuing to honour relationships established throughout the process.

Referral Letters to Host Nations

Below is an example of the referral letter which organizers sent to the x^wməθk^wəyəm (Musqueam), Sk^wxwú7mesh (Squamish), səliwətał (Tsleil-Waututh), and k^wik^wəłəm (Kwikwetlem) Nations.

Referral Letter Example

Dear [Name],

SUBJECT: Burnaby Community Assembly Referral Request

Project Summary:

The City of Burnaby is updating its Official Community Plan (OCP). The Burnaby OCP Project (Burnaby 2050) is a multi-year project (2022 to 2025) that is being advanced over four phases and will set the long-term vision for how people live, learn, work and play within their community and neighbourhoods. Please consider the following referral letter an opportunity to provide input into and feedback on this aspect of the OCP review.

In early 2024, the SFU Morris J. Wosk Centre for Dialogue, in collaboration with the City of Burnaby, will launch the Burnaby Community Assembly. This initiative involves a representative body of 45 Burnaby residents convening over seven Saturdays to engage in meaningful conversations and formulate recommendations for the City's next Official Community Plan (OCP). Assembly meetings are scheduled to commence in late February 2024, and we are currently entering the Detailed Design Phase.

We are reaching out to the Host Nations in Burnaby, including the x^wməθk^wəyəm (Musqueam), Sk^wxwú7mesh (Squamish), səliwətał (Tsleil-Waututh), and k^wik^wəłəm (Kwikwetlem) Peoples. Our goal is to seek your advice and guidance on how the Burnaby Community Assembly could meaningfully incorporate Host Nations' protocols or perspectives into its design. In particular, the Community Assembly provides an opportunity for fostering literacy among Burnaby residents about Indigenous culture and history, and to increase awareness about Host Nations' priorities as the original stewards of the land. Our hope is this can contribute to the continued development of respectful and reciprocal relationships. This outreach is not intended to replace the formal government-to-government relationships that exist directly between the City of Burnaby and Host Nations.

In addition to reaching out to the Host Nations through this referral letter, we are actively seeking input from urban Indigenous communities in Burnaby, to ensure that all community experiences are reflected in the Assembly process.

Engagement Possibilities

To facilitate this collaboration, we propose the following options for Host Nations' participation. This list is not exhaustive, and we welcome additional suggestions from you:

- **Shaping Learning Materials:** Contribute to the development of learning materials to be shared with Assembly participants (estimated 5 hours).
- **Panel Discussions or Presentation:** Take part in a panel discussion sharing your perspectives, priorities, and hopes for the OCP engagement processes and outcomes during Assembly meetings. Additionally, there is the option of filming panel discussions or presentations during the Assembly meetings, based on consent. This allows the broader community beyond the members of the Assembly to benefit from these learning (estimated 5 hours).
- **Design Suggestions:** Providing additional suggestions on protocols or knowledge holders that could provide content to the Assembly (estimated 2 hours).

We look forward to your participation and guidance in this process, and we are committed to fostering a collaborative, inclusive, and respectful environment throughout the Burnaby Community Assembly.

Who can Participate?

Participation is open to any staff, community or political representation from the Nation.

Next Steps

Funding is available to support Host Nations' participation. We look forward to hearing from you to confirm your availability and estimated costs to participate.

Project Contact:

Robin Prest
Program Director
Morris J. Wosk Centre for Dialogue
Simon Fraser University



Advisory Committee Documentation

This section contains the terms of reference and Advisory Committee meeting documents for the Burnaby Community Assembly Advisory Committee.

The Burnaby Community Assembly Advisory Committee was appointed by the Centre for Dialogue to provide editorial advice on the Assembly to ensure the process is fair, equitable and balanced. The Burnaby Community Assembly Advisory Committee Members were:

- Ana Maria Bustamante, Manager, Burnaby Intercultural Planning Table
- Dr. Andréanne Doyon, Director of SFU's Planning Program and lead on developing a resilience framework for Burnaby
- Jeffrey Yu, Founder of REL Technology and Vice President of the New Vista Society
- Noreen Ma, Manager, Community Development, Burnaby Public Library

Lee-Ann Garnett, Deputy General Manager Planning and Development also attended Advisory Committee meetings as a representative from the City of Burnaby to offer feedback and advice but did not vote on Committee decisions.

Advisory Committee meetings occurred on the following dates:

- December 6, 2023
- January 30, 2024
- April 26, 2024
- September 10, 2024

Draft Advisory Committee Terms of Reference

Purpose

The mandate of the Burnaby Community Assembly Advisory Committee is to provide advice and guidance for the design, planning, and implementation of the Burnaby Community Assembly on Livable and Resilient Neighbourhoods, a process run at arm's length by SFU's Morris J. Wosk Centre for Dialogue in partnership with the City of Burnaby to provide recommendations for Burnaby's Official Community Plan.

The Advisory Committee is critical to the success, legitimacy, and robustness of the Burnaby Residents' Assembly. Particular areas of guidance provided by the Assembly will include criteria for the Assembly's Civic Lottery, equity and accessibility considerations, the editorial direction of the Assembly's framing and purpose, the balance of content and learning materials so that diverse perspectives are welcomed and represented, and the wider promotion and socialization of the Assembly's learnings and recommendations.

Composition

The composition of the Advisory Committee shall reflect a diversity of knowledge related to community planning, the Burnaby community and participatory processes. Its members will be appointed by the SFU's Morris J Wosk Centre for Dialogue to include a mix of diverse backgrounds, experiences, expertise, perspectives, and working relationships. Individuals are not appointed as representatives for any specific interest or organization, but instead are willing to cooperate respectfully with one another to support the purpose and objectives of the Assembly.

The Advisory committee shall be comprised of individuals who are committed to:

- **Transparency:** Earning trust and legitimacy by proactively disclosing motives for the Assembly and transparently communicating outcomes of the Assembly.
- **Diversity:** Supporting the inclusion of diverse peoples, perspectives, and way of knowing in the Assembly, through all of Assembly Member invitations and selection, deliberative processes, learning materials and presentations to the Assembly, and engagement with the broader public.
- **Curiosity:** Hosting respectful deliberations without pre-determined outcomes, where collaborative inquiry serve as an alternative to adversarial approaches.
- **Equity:** Supporting participants in achieving equal voice by removing barriers to participation, reducing power imbalances, and counteracting systems of harm.

- **Impartiality:** Holding an impartial space for others to express their ideas, while recognizing our responsibility to ground deliberations in evidence-based information and cultural safety.

A representative from the City of Burnaby will attend Assembly meetings to offer feedback and advice but will not vote on Committee decisions.

Time Commitment & Remuneration

Advisory Committee Members will be asked to participate in and prepare for four group meetings at key points in the development of the Assembly. The expected time commitment per meeting is approximately 4 hours in total, including 2 hours of meeting time, and 2 hours of preparation (e.g. reviewing project materials).

- Meetings will take place at the following approximate times:
- Meeting #1: Late November / early December 2023
- Meeting #2: Mid-January 2024
- Meeting #3: Mid-May 2024
- Meeting #4: Early September 2024

In recognition of the value that Advisory committee members bring to the Burnaby Residents' Assembly, participation as a member of the Advisory Committee will be compensated at a rate of \$400 per meeting so long as they are not receiving compensation to participate in meetings from their current employer.

Document List: Advisory Committee Meeting #1 - December 6, 2023

In the following pages, please find the following documents:

- Meeting Pre-Materials
 - Burnaby Community Assembly Program Overview
 - Draft Assembly Design Framework
 - Key Learnings for Naming and Framing
 - Assembly Civic Lottery Framework
- Meeting Summary



MORRIS J. WOSK
CENTRE FOR DIALOGUE

Program Overview:

Burnaby Community Assembly

Last Updated: December 1, 2023



Cover photo by [Alfred Shum](#), Writ3Click Photography

**Part of the Urban Resilient
Futures Burnaby initiative**



THE OPPORTUNITY OF A GENERATION



Your Voice, Your Home Community Recommendations Workshop (City of Burnaby, 2019).

Burnaby, BC’s third largest city, is embarking on the development of a new Official Community Plan to guide and manage growth between now and 2050. On paper, this means tackling issues such as land use, transportation, housing, the environment, community facilities and services, and social and economic planning. In practice, this once-in-a-generation document carries significant hope and risk, with the need to create the framework that will transition Burnaby to a zero-emissions city, welcome more than 100,000 new residents, and tackle the cost of living in one of the world’s most unaffordable housing markets. To shape this work, Burnaby has identified guiding principles, stating that the Official Community Plan should be: visionary; creative and fun; evidence-based and data-driven; benefitting from a “systems thinking” approach; climate-focussed; and innovative and forward-thinking.

A COMMUNITY ASSEMBLY ON LIVABLE AND RESILIENT NEIGHBOURHOODS

On September 20, 2021, Burnaby City Council, on the [recommendation of the Chief Administrative Officer](#), [authorized staff](#) to join the Urban Resilient Futures Burnaby initiative and enter into an MoU with the program’s founding partners, SFU’s Morris J Wosk Centre for Dialogue and Vancity. Council’s endorsement included a commitment to participate in a “Citizens’ Assembly on Livable and Resilient Neighbourhoods and Official Community Plan” in which Council would consider and respond to recommendations from the Assembly. This commitment extends the City of Burnaby’s ongoing leadership in participatory democracy among its peers in Metro Vancouver, as demonstrated through the IAP2-recognized *Your Voice, Your Home* initiative and the Mayor’s Task Force on Community Housing.

The subsequent MoU confirmed that the Assembly will be designed and convened with editorial autonomy by SFU's Morris J Wosk Centre for Dialogue, a national leader in deliberative democracy and public participation. This is similar to the collaborative but arm's length relationship established between the Centre for Dialogue and City of Burnaby during the *Your Voice, Your Home* public engagement process and follows OECD-cited best practices for Community Assemblies. An Advisory Committee will assist the Centre for Dialogue in making editorial decisions in a fair, impartial and transparent manner, based on strategic integration with the City's decision-making needs, as well as input from community voices and technical experts.

WHAT IS A COMMUNITY ASSEMBLY?

Internationally, the OECD has identified a “deliberative wave” of Community assemblies and similar processes that are transforming how cities and other levels of government engage residents on complex issues. These processes use modern engagement approaches to address critical shortcomings in conventional engagement by:

- Seeking out participants who reflect the full diversity of their communities;
- Creating conditions for learning and informed input;
- Building empathy to reduce interest-based polarization; and
- Presenting actionable recommendations to decision-makers that can increase the quality, democratic legitimacy and social consensus for City actions.

The Burnaby Community Assembly on Livable and Resilient Neighbourhoods will adhere to these high standards as set out by the OECD. The Assembly will be a representative body of 45 residents who will meet over 7 Saturdays and 2 half-day public workshops to learn, work through trade-offs, find hidden consensus and create recommendations for Burnaby's new Official Community Plan. Throughout the Assembly, the Centre for Dialogue will work in close partnership with the City to create an evidence-informed process that supports the City's OCP decision-making and integrates with City-led engagement activities. The Assembly will not replace the broad-based public engagement processes led by the City of Burnaby, but will help to deepen engagement so that residents better understand the constraints faced by decision-makers. Members from the wider community will have opportunities to interact with the Assembly, helping to spread evidence-based discussion more widely. This work will take place in ways that invest deeply in community relationships, advances accessibility and inclusion, and supports the City's commitments to Truth and Reconciliation.

HOW WILL THE BURNABY COMMUNITY ASSEMBLY WORK?



The Burnaby Community Assembly on Livable and Resilient Neighbourhoods will be designed and delivered in the following phases:

Phase	Time Period
Strategy & Design	Q4 2023
Civic Lottery	Early 2024
Assembly Learning & Visioning	Q1 2024
Assembly Deliberation	Q2 2024
Assembly Recommendations	Q2 2024
Response and Follow-Through	Summer 2024 Onward

*Timings approximate

Strategy & Design

The Strategy & Design Phase of the Assembly will include a number of steps, including:

- Seeking strategic input from Burnaby City Council
- Conducting scoping research in the community
- Forming an Advisory Committee
- Establishing a dedicated communications presence
- Finalizing civic lottery selection criteria and Assembly discussion topics
- Creating evidence-based discussion materials

In addition to input from the City of Burnaby, the design of the Assembly will be informed by experts, community groups, proponents of specific viewpoints, Indigenous perspectives, and members of equity-seeking communities. Scoping research during this phase may include some combination of interviews, a media scan, co-design workshops, and/or a review of findings from the City’s Official Community Plan engagement.

Civic Lottery

A Civic Lottery will be used to select 45 residents to sit on the Assembly, who together will broadly reflect the demographic diversity of Burnaby based on census data. In the first stage of this process, 10,000 households will receive an invitation by mail to participate in the Civic Lottery. Those residents who respond will then be entered into the second stage of the Civic Lottery, where the final Assembly participants will be selected in a manner that satisfies demographic recruitment criteria while giving all volunteers as equal a chance as possible to be selected¹. This process will result in a “mini public” that is highly representative of the diversity of Burnaby. To support equity in participation, funding will be available to offset expenses or lost income that would prevent Assembly Members from attending (e.g. honoraria, child or elder care expenses, etc.).

Criteria used for the Civic Lottery may include demographics such as:

- Age
- Gender identity
- Renter/homeowner status
- Location of residence
- Level of education
- Ethnicity and/or language spoken at home

Assembly Learning & Visioning

The Assembly will start with a phase for learning and visioning to connect members with evidence-based information and diverse perspectives, including discussion materials and presentations from experts and proponents. These initial meetings will also build upon the early phases of City-led engagement for the Official Community Plan and will develop guiding principles for decision-making. At defined moments in the Assembly, members will interact with the wider community to spark broad public interest, generate ideas and model dialogue as an alternative to polarized debate.

¹ Software is typically used for this stage in the Civic Lottery. The logic of this software is published transparently in the pre-eminent journal Nature: (<https://www.nature.com/articles/s41586-021-03788-6>).

Assembly Deliberation & Recommendations

Next, the Assembly will enter a deliberation phase where members examine municipal policy options and work through trade-offs in relation to their values. City Council will also be invited to interact with the Assembly during this phase. Before finalizing its recommendations, the Assembly will seek feedback on its emerging directions from experts, city representatives, community stakeholders and all Burnaby residents so that they can optimize their final recommendations to reflect specific needs within the community, as well as the real-world constraints faced by decision-makers.

Response and Follow-Through

The Centre for Dialogue will assist representatives from the Assembly in sharing their recommendations with the wider community and decision-makers. Burnaby City Council has committed to provide a formal, public response to each recommendation. When the City releases its draft Official Community Plan, the Centre for Dialogue has committed to reconvene representatives from the Assembly to review and provide feedback on this draft.

DRAFT FRAMEWORK	Strategic Direction Phase	Conceptual Design Phase	Detailed Design Phase	Learning & Visioning Phase	Deliberation Phase	Recommendations Phase	Follow-Through Phase
	July - Oct 2023	Oct - Dec 2023	Dec 2023 - Feb 2024	Feb – Mar, 2024	Mar - April, 2024	April - June, 2024	Summer 2024 onward
Management	<ul style="list-style-type: none"> Goals & objectives Fist Nations & Indigenous relationship development 	<ul style="list-style-type: none"> Partners confirm roles (e.g. facilitators) First Nations & Indigenous relationship development 	<ul style="list-style-type: none"> Pre-launch readiness evaluation Roles for Indigenous knowledge keepers 	<ul style="list-style-type: none"> Mid-point evaluation #1 	<ul style="list-style-type: none"> Mid-point evaluation #2 	<ul style="list-style-type: none"> Participant exit evaluation 	<ul style="list-style-type: none"> Chair issues technical report with process evaluation results Impact evaluation (post-OCP)
Integration with City Council & OCP Team	<ul style="list-style-type: none"> Core topics confirmed Staff workshop Framework presented to Council 	<ul style="list-style-type: none"> Council 1:1 interviews Align growth scenarios and assembly design Protocols to receive CA recommendations 	<ul style="list-style-type: none"> City feedback on draft discussion materials Update at Council meeting Mayor signs invitation 	<ul style="list-style-type: none"> Staff present context & growth scenarios to CA Staff present for Q&A Council invited to sit with Assembly 	<ul style="list-style-type: none"> Staff conduct research to support Assembly Council invited to sit with Assembly 	<ul style="list-style-type: none"> Staff identify impacts for emerging directions Council & staff invited to respond to draft recommendations 	<ul style="list-style-type: none"> Assembly presents recommendations to Council for response Assembly gives feedback on draft OCP
Issues framing, evidence & editorial oversight	<ul style="list-style-type: none"> Issues identification (interviews, media scan, workshops) Build evidence base & map interest groups 	<ul style="list-style-type: none"> Advisory Committee vets issue framing, selection criteria, etc. Develop tools to explore core topics 	<ul style="list-style-type: none"> Discussion materials drafted for Advisory Committee & City feedback Presenters confirmed 	<ul style="list-style-type: none"> “Approaches & Impacts” co-created with Assembly Assembly identifies additional priorities 		<ul style="list-style-type: none"> Advisory Committee responds to draft recommendations 	<ul style="list-style-type: none"> Advisory Committee supports follow-through on final recommendations
Civic lottery & participation	<ul style="list-style-type: none"> Selection criteria considered by City 	<ul style="list-style-type: none"> Selection criteria reviewed by Advisory Committee 	<ul style="list-style-type: none"> Randomized invitations sent by mail Final Assembly participants selected via civic lottery 	<ul style="list-style-type: none"> Accessibility supports Engagement with civic lottery volunteers who weren’t selected 	<ul style="list-style-type: none"> Accessibility supports Engagement with civic lottery volunteers who weren’t selected 	<ul style="list-style-type: none"> Accessibility supports Engagement with civic lottery volunteers who weren’t selected 	<ul style="list-style-type: none"> Assembly selects reps to speak on its behalf Follow-up communications
Assembly convening	<ul style="list-style-type: none"> Dates scheduled for 7 sessions 	<ul style="list-style-type: none"> All team roles & vendors filled High-level design & for all 7 sessions 	<ul style="list-style-type: none"> Detailed design for first 3 sessions 	<ul style="list-style-type: none"> First 2-3 meetings for learning and issues exploration 	<ul style="list-style-type: none"> Next 2-3 meetings for deliberating options and developing draft recommendations 	<ul style="list-style-type: none"> Final 2-3 meetings to receive feedback and refine recommendations 	<ul style="list-style-type: none"> Assembly table reps reconvene to give feedback on draft OCP
Community-wide engagement	<ul style="list-style-type: none"> Existing OCP engagement feedback reviewed 	<ul style="list-style-type: none"> Micro site launched 	<ul style="list-style-type: none"> Publicity: watch for your invitation! Blog to share updates Public survey on issues and framing 	<ul style="list-style-type: none"> Launch publicity Video highlights (\$) Share learning materials outward 	<ul style="list-style-type: none"> Community invited to meet Assembly Public survey on approaches & impacts 	<ul style="list-style-type: none"> Community invited to respond to draft recommendations in open house and survey 	<ul style="list-style-type: none"> Final recommendations announced & presented Follow-up comms at major milestones

BURNABY COMMUNITY ASSEMBLY: KEY LEARNINGS FOR NAMING AND FRAMING

Summary and Recommendations

The purpose of the Burnaby Community Assembly is to create recommendations to City Council for Burnaby's Official Community Plan around the question: **How should Burnaby grow and change by 2050 to create a city where everyone can thrive?**

Because the Official Community Plan impacts almost every policy area of the City, it is important for the Assembly design to clearly define the more detailed questions the Assembly will discuss. For the Burnaby Community Assembly, a tension exists between framing the Assembly widely, which would allow Assembly members to make connections between related issues, and narrowing the focus so that Assembly members can learn more deeply about a smaller number of issues to improve the focus of their recommendations. In addition, good framing questions for the Assembly should¹:

1. Relate to a genuine problem that needs to be solved.
2. Respond to both the priorities of the community and a desire by decision-makers to consider community input for that topic.
3. Address complex issues that involve trade-offs or dilemmas, and where community members can make a useful contribution through their values and lived experience.
4. Be framed in an unbiased manner that invites participation from residents with diverse perspectives.
5. Help the community to work through areas of polarization or controversy.

To inform decisions about naming and framing for the Burnaby Community Assembly, the Centre for Dialogue reviewed existing themes from City-led engagement processes and conducted more than 40 interviews with City Council members, City staff and community-based organizations. The Centre also reviewed previous partnership agreements with the City of Burnaby, which included the requirement to integrate climate change into the Assembly deliberations. Repeated priorities identified during this process include how to:

- Increase housing affordability and supply to meet the needs of Burnaby residents
- Foster livability, belonging and well-being (with potential relationships to amenities, urban design, social infrastructure and public safety)
- Distribute density in Burnaby to accommodate 100,000 newcomers by 2050
- Support climate action, climate resilience and the protection of nature and greenspaces
- Improve transportation, including expanded public transit and active transportation across the city

The Centre now needs to confirm whether some or all of these topics will be integrated into the launch of the Assembly. Assembly members will also have some flexibility to indicate which issues are important to them.

¹ Draws in part on DemNext Assembling and Assembly Guide (2023), <https://assemblyguide.demnext.org/before-the-assembly>

Detailed Findings from Scoping Interviews and Research

The Centre for Dialogue undertook the following activities to inform that conceptual design of the Burnaby Community Assembly:

- **Twenty-seven interviews with community-based organizations**, including non-profit organizations, government agencies, entities serving equity-deserving groups, public service providers, and the City's Social Planning Committee.
- **Six interviews and one workshop with City of Burnaby staff** from select portfolios, including the OCP planning team and representatives from city senior leadership.
- **Eight interviews with Burnaby City Council members.**
- **A review outcomes the City's Burnaby 2050 Visioning Phase**, including community feedback from surveys, dialogues, pop-up events and other engagements.

Key Learnings from Community-Based Organizations

Through 27 interviews, we engaged with experts and community-based organizations working on topics such as urban planning, youth services, immigration and settlement, arts and culture, health services, accessibility, seniors services, homelessness, and transportation. Many interviewees were selected to better understand the needs of under-heard or marginalized groups in the community, given that the perspectives of groups with high levels of representation are likely reflected in the general engagement process.

The prevailing concern voiced by nearly all community partners was the issue of **housing affordability**. There was a shared sentiment regarding the need for more **housing options**, particularly emphasizing the importance of building **multi-generational housing** for newcomers with larger household sizes, such as Afghan families. Ten interviewees described the need for **increased subsidized housing options** catering to seniors, people with disabilities, those with lower socioeconomic status and those at risk of homelessness, as well as affordable housing options for young people.

Many interviewees described the need for **increased investment in social services and social infrastructure** in Burnaby, especially related to marginalized groups, such as newcomers facing language barriers and the unhoused population. Secondary themes included improving the connectivity, accessibility, and cohesiveness of **green spaces** in Burnaby, as well as addressing the epidemic of **loneliness**, particularly within marginalized groups navigating the system and individuals living in high-rises. Some interviewees described the goal of creating a strong sense of belonging and reducing systemic barriers for residents to meaningfully **engage in civic activities**, be part of decision-making processes, and contribute solutions rather than being framed as problems for the city.

Key Learnings from City Council Members

Over eight interviews, City Council members expressed support for the Assembly process and raised a number of challenges facing Burnaby that the Assembly could help to address. All interviewees expressed a pressing need to address the issue of **affordable housing**, as well as the need to determine how to **distribute density** to accommodate a growing population. Seven out of eight interviewees mentioned challenges related to **transportation and mobility**, including traffic congestion and the lack of accessible services within

walking distance (e.g. 15-minute city concept). An equal number of interviewees expressed the importance of **climate resilience** and attaining carbon neutrality by 2050.

City Council members expressed curiosity to receive public feedback about the quality of the services provided by the city and the **amenities and services** needed to meet the community's needs. They would like to explore how the city can better serve diverse communities, including how to **make people feel welcomed and foster a sense of belonging**. Additionally, they want to leverage the Assembly to reach out to groups that are missing from decision-making processes and proactively seek their input, with particular emphasis on people who speak a language other than English at home and young people.

Key Learnings from City Staff

The Centre for Dialogue conducted six interviews with city staff and a one-hour workshop was conducted with the city OCP Planning Team. These interviews and workshops focussed on specific policy areas based on early findings from interviews with City Council members and community-based organizations, as well as overall project objectives. Key findings in specific policy areas include:

Densification, growth and change: Major topics of discussion included how density should be distributed across the city (e.g. in concentrated areas, along transportation corridors, in neighbourhoods, etc.); how Burnaby can maintain its best current features as it grows; the types of homes and built forms people want to live in; and the links between development and revenues to pay for costs associated with growth and the creation of new amenities.

Livability, belonging and well-being: Major topics of discussion included the types of amenities and infrastructure essential for accommodating population growth and creating complete communities; accessibility and equity, especially for specific experiences such as multi-generational communities, mental health supports, under-served groups, safety issues, etc. Interviewees discussed how the Assembly could help to identify long-term objectives for the city, as well as provide feedback on the services the City of Burnaby should prioritize within finite budget resources.

Climate emissions and resilience: Major topics of discussion included how to develop creative solutions and emergency responses to safeguard the most vulnerable segments of the population in the face of extreme weather and climate change events; how different forms of densification might impact stormwater management, canopy protection and the urban heat island effect; whether specific areas should be deliberately left underdeveloped for strategic hazard management (e.g. floods); and how residents can help to foster a collective commitment to reduce greenhouse gas emissions and preserve green spaces.

Transportation: Major topics of discussion included how transit can be more accessible, the relationships between density and the viability of better transportation services, strategies to enhance public transit accessibility, whether residents would consider mode shift away from single occupied vehicles and how connectivity can be improved (especially along the North-South axis).

Housing: Major topics of discussion included how Burnaby can be affordable for residents across various socioeconomic statuses, choices between housing forms and the role of the private housing market as means to achieve housing supply and/or affordability.

UNDRIP: Staff emphasized the need to seek input from Host Nations, including on how they would like to be involved, as well as to engage with Urban Indigenous Peoples through the content of the Assembly and the Civic Lottery process.

Key Learnings from Burnaby 2050 Visioning Phase

Phase 2 of the Burnaby 2050 engagement campaign took place in the spring and summer of 2023 and included one online survey with 1,190 survey responses, 11 community pop-up events, 6 visioning dialogue events with over 520 total attendees, and 29 meetings with community partner groups. The aim of these engagement efforts was to initiate dialogue among community members regarding their vision for the future, core values, and priorities for relevant policy areas, such as: transportation, housing, jobs & economy, climate action & environment, infrastructure, parks & recreation, agriculture & food systems, arts & culture, city structure & urban design, and services & amenities.

Emerging themes from the City's What We Learned Report include the importance of **protecting nature and greenspace, the need to provide more affordable housing choices, public safety concerns, the need for infrastructure and services to keep pace with population growth, and the need to expand public transit and active transportation across the city.** In addition, **climate change** was listed as one of the community's top 4 concerns about the future. These results offer important data about the perspectives of many community members, while likely overrepresenting the views of homeowners and older adults based on answers to optional demographic questions, while underrepresenting renters, people with disabilities, newcomers, youth, and Indigenous peoples. A one-page summary of engagement learnings is provided in Appendix 1.

Appendix I: Summary of Engagement Learnings from Phase 2

What We Learned: Snapshot

What participants value most about Burnaby

- Access to parks and green spaces
- Local walkability
- The sense of community
- Access to public transit (access to the SkyTrain and other transit options)

What participants are most concerned about in Burnaby

- Housing unaffordability
- Lack of housing options
- Growth pressures on infrastructure and services
- Climate change impacts

What participants hope for the future of Burnaby

- More affordable housing options
- Safe active transportation infrastructure
- Protected green spaces and natural areas
- Greater access to health care, mental health care, and support services (support for seniors, immigrants, refugees, youth, people with disabilities, people experiencing homelessness, and people with substance use)
- Better access to amenities (schools, libraries, community centres, recreation opportunities)

Top words participants would want to use to describe Burnaby 25 years from now

- Safe
- Affordable
- Green

Top words participants would NOT want to use to describe Burnaby 25 years from now

- Unaffordable
- Unsafe
- Overcrowded

Potential areas of focus for the future:

Housing: Affordable housing options that support all ages, incomes, and abilities

Parks and Green Spaces: Healthy parks, green spaces, and ecosystems around the City that provide ample access to nature

Transportation: A well-connected transportation system that is safe, affordable, and reliable (including safe active transportation infrastructure)

Environment: Climate change mitigation/adaptation and sustainable infrastructure throughout the City

City Structure: An accessible, complete community with access to recreation, educational institutions, libraries, and more that keep pace with a growing population

Urban Design: Well-planned development that considers community feel and enhances the features that make each community special

Sense of Community: Community events, event venues, gathering spaces, and opportunities to bring people together

Health: Accessible high-quality health care including mental health and addiction supports

What's Next?

What we heard in **Phase 2: Visioning** will be used to draft a clear and inspirational community vision. This vision will be presented back to the community in Winter 2023/2024.

ASSEMBLY CIVIC LOTTERY FRAMEWORK

To carry out the Assembly's Civic Lottery recruitment process, the Centre for Dialogue has partnered with [Sortition Foundation](#), a **global leader in Civic Lotteries** with experience recruiting participants for more than 100 Citizens' Assemblies and similar processes worldwide. Investing in the Civic Lottery process is important because engaging representative groups of participants is critical to increase the legitimacy of the Community Assembly recommendations, to establish trust and ownership among participants and to build a narrative among the wider community that is credible and rooted in democratic practices. The goal for the recruitment process is to **select 45 Assembly Members by Civic Lottery** who reflect a **broad, representative cross-section** of residents in Burnaby.

Step 1: Mail Invitations by Lottery

The first step in the Civic Lottery is to distribute invitations to households in Burnaby using a lottery system, with municipal address databases provided by Canada Post. Standard industry norms require organizers of Community Assemblies to distribute 200-300 invitations per required participant, with normal response rates falling between 1.5% and 5%. We will therefore be **issuing 10,000+ mail invitations to residents**.

Special measures which may be implemented to **support accessibility and recruit Assembly Members who reflect the diversity of the community** include:

- **Advertising accessibility measures up-front** so that invitees are aware of honoraria, child and elder care, and other accessibility supports that support equity in participation.
- **Allowing everyone who lives in a household to volunteer.** This supports greater participation from under-heard voices such as basement suites, youth or multi-generational households. Only one resident per mailing address can be selected to serve on the Assembly.
- **Oversampling mail invitations in postal codes with low socio-economic status** using tools such as the Canadian Index of Multiple Deprivation, recognizing that these neighbourhoods will likely have lower response rates and therefore be under-represented in a typical Civic Lottery process.
- **Including a single multilingual page in mail-outs** briefly advertising the opportunity to participate, while being clear that the operating language of the Assembly is in English.
- **Widely promoting the act of issuing mail invitations** to raise buzz and excitement about the Assembly (e.g. "Have you received your invitation yet?"), including via:
 - Traditional news media
 - Advertising on one or more social media platforms
 - Community partners reflecting the needs of under-heard populations
 - Joint media release with the City of Burnaby
- **Tracking the progress of registrations**, and increasing outreach efforts towards demographics with low response rates.

Invitation letters are scheduled to be mailed on Monday, January 8th, 2024.

Step 2: Lottery Selection Based on Demographic Targets

We estimate that 300-400 volunteers will register their interest after receiving invitations in the mail. Respondents will have the **option to register by both web form and phone.**

The pool of volunteers who register will then be entered into the second stage of the Civic Lottery. Sortition Foundation will use specialized software to carry out the lottery process using industry best practices. **This software allows cities to satisfy demographic recruitment criteria while also giving volunteers as fair an opportunity as possible** to be selected. The logic of this software is published transparently in the pre-eminent journal [Nature](#).

Final selection criteria need to be finalized. Given the expected size of the volunteer pool, **up to seven demographic criteria may be selected for.** If response rates are lower than expected, however, the number of criteria may need to be reduced to five or six. It is therefore important to prioritize criteria to prepare for this circumstance.

Some criteria are common to nearly all civic lottery processes, while others are more elective based on the goals of the process. Some options for criteria are outlined below, including potential criteria that have been raised throughout our community consultations.

Standard Selection Criteria	Additional Criteria
<ul style="list-style-type: none">• Age• Gender identity• Socioeconomic indicators such as level of education, income, and renter / homeowner status• Cultural indicators such as ethnicity, country of birth, language spoken most often at home or mother tongue• Indigenous or non-Indigenous identity	<ul style="list-style-type: none">• Location of residence approximating Burnaby's quadrants, using postal codes• Residency status (temporary resident, permanent resident, Citizen) or generation status• Main mode of commuting

The Centre for Dialogue will connect with all selected Assembly Members by phone or email immediately after the Civic Lottery to confirm their participation, establish their accessibility needs and orient them to their role in the process.

We will also over-recruit for certain demographics within the 45 total Members that are selected, in anticipation of attrition, with a focus on over-recruiting from those categories where the loss of a single participant would negatively impact the Assembly's ability to hear from smaller demographics (e.g. Indigenous community members or youth). At the end of this Phase, the Centre will have selected a "mini public" of 45 Members who are broadly representative of the demographics of the wider community to serve on the Assembly. We will also have increased the Assembly's public profile, which will support efforts to engage the wider community throughout the Assembly process.

Member confirmations are scheduled to occur through the week of January 29th-February 2nd, 2024.

Key Questions for the Civic Lottery Include:

- What are the final demographic targeting criteria, and how are they prioritized in case response rates are low? For consideration: for which demographic characteristics would a representative sample of Burnaby bring the most legitimacy to the process? Conversely, for which demographics would the legitimacy of the Assembly be most hurt by a lack of representative diversity?
- What is the minimum eligible age to participate?

Appendix A: Invitation Letter

January 5th, 2024

Re: Volunteer by January 28 to help shape the future of Burnaby!

Dear valued member of the Burnaby community,

As Mayor of Burnaby, I'm writing to ask you to put your name forward for **the Burnaby Community Assembly**, where 45 community members will work together to create recommendations on the important question:

How should Burnaby grow and change by 2050 to create a city where everyone can thrive?

Burnaby residents have a lot to be proud of, including our green spaces, our community centres and libraries, and our cultural diversity. We also know that many are struggling with the cost of living, that heat waves and other climate events are impacting our health, that we need better ways of moving around, and that continued work is needed to make our community safe, livable and resilient.

The Burnaby Community Assembly is a once-in-a-generation opportunity to work alongside your fellow community members and develop recommendations for "Burnaby 2050", our Official Community Plan. I want to hear your ideas for how we can make our city better.

The Assembly's recommendations will be presented to City Council, who is responsible for final approval of the Official Community Plan. Council will then respond to each recommendation, explaining whether it will be adopted and why, ensuring the process is transparent and accountable.

Assembly Members will participate in **7 full-day sessions and 2 half-day public workshops between February 24th – June 15th, 2024**. To reduce barriers to participation, we will offer accessibility supports such as child care, elder care, transit fares and support for those who are missing work or face other financial barriers. To recognize the value of their participation, **Assembly Members will also receive a gift of \$1,000**.

You don't need any prior knowledge to take part in the Burnaby Residents' Assembly; all we require from you is a willingness to learn and share your ideas. We want to hear from a cross-section of people from across Burnaby, so if your household has received this letter then you are the right person to take part!

Please share this invitation with anyone aged [# tbd] and over who lives at this mailing address, including any renters, boarders, or lodgers. An unlimited number of people from this mailing address can register their interest by visiting [url tbd] or by calling us toll-free at [####-####-#####]. The deadline to register is Sunday, January 28, 2024. 45 Assembly Members will then be selected by civic lottery from the pool of registrants.

This is an exciting opportunity to help to shape the future of Burnaby and its neighbourhoods. We hope that you will volunteer for the Burnaby Residents' Assembly and we look forward to hearing from you.

Yours faithfully,

[Signature]

Mike Hurley

Mayor of Burnaby

[Registration
QR Code to
be placed
here]

Appendix B: FAQs to Accompany Invitation Letter

What is the Burnaby Community Assembly?

The Assembly will bring together a representative body of 45 residents who will meet over 7 Saturdays and 2 half-day public workshops to learn, work through trade-offs, and engage in dialogue to create recommendations for Burnaby's new Official Community Plan.

Who is running the event?

The sessions will be facilitated by Simon Fraser University's Morris J. Wosk Centre for Dialogue, an internationally recognized convener for public and stakeholder engagement.

This project is undertaken in a collaborative, but arm's-length partnership with the City of Burnaby. The Assembly will take place alongside a number of parallel engagement opportunities managed directly by the City of Burnaby to gather input on the development of the Official Community Plan.

This project is also supported by The Sortition Foundation, a not-for-profit organization that specializes in recruiting and selecting people by civic lottery to take part in these kinds of events, in a way that is broadly representative of the wider population.

Where and when are the sessions?

Assembly Members will be asked to commit to attending all Assembly Meetings. Meetings will occur at the Bonsor Recreation Complex, 6550 Bonsor Avenue, Burnaby.

Meetings will run from 9am - 5pm on the following 7 Saturdays between February and June 2024: February 24; March 2; March 16; April 20; May 4; June 1; and June 15.

Two additional half-day public workshops will also be held at times yet to be determined, one in March or April and one in May, 2024.

What will taking part involve?

If you are selected to participate, you will have the opportunity to meet with individuals from all walks of life in the Burnaby community, hear from engaging speakers, and discuss key issues in small groups with facilitators to make sure everyone has their voice heard. You do not need to have any prior knowledge of the topics – all the information you need will be provided.

How will you ensure that the event is accessible?

To recognize the value of their participation, Assembly Members will receive a gift of \$1,000. To reduce barriers to participation, we will also offer accessibility supports such as child care, elder care, transit fares and support for those who are missing work or face other financial barriers. If you are selected, we will contact you to discuss any financial or other accessibility supports that are required to support your participation.

The venue features accessible washrooms, elevators and parking. Lunch and snacks will be provided at all Assembly Meetings.

The Assembly will be delivered in English, but supports will be available upon request to support participation for those at different stages of English fluency.

Who can volunteer to participate?

Anyone (with a few exceptions noted below) can volunteer to participate if they are aged [#] and over, and are normally a resident of the address that has received this invitation can volunteer. Temporary Canadian residents, permanent residents and citizens are all welcome. Current elected representatives at any level of government, and current employees of the City of Burnaby cannot volunteer to participate.

How was I selected to receive this invitation?

Your household was one of 10,000 addresses in Burnaby that was selected by lottery from the Canada Post address database.

After I register my interest, what happens next?

Once registration has closed, 45 people will be selected by lottery from those who volunteered. The lottery process ensures that registrants have a similar chance of being chosen, while also ensuring that Assembly Members reflect the broad spectrum of Burnaby's diverse community, taking into account demographic information such as [include final criteria determined by advisory committee].

If you are selected, we will contact you by phone and email starting January 29 to confirm that you can attend, discuss any accessibility needs and supports, and explain what happens next.

What will happen after the event?

The Assembly's recommendations will be presented with an accompanying report to Burnaby City Council, who is responsible for final approval of the Official Community Plan. Council will then respond to each recommendation, explaining whether it will be adopted and why.

This is a once-in-a-generation opportunity to share your voice and impact important policy areas including housing affordability, climate change and resilience through the Burnaby 2050 Official Community Plan!

Where can I get more information?

If you would like to talk to someone about the Burnaby Community Assembly, please call the toll-free number below. More information about the event will also be available at [url TBD].

BURNABY COMMUNITY ASSEMBLY

Advisory Committee Meeting Summary - Dec. 6th, 2023

Meeting Attendees

Ana Maria Bustamante; Andréanne Doyon; Jeffrey Yu; Noreen Ma; Lee-Ann Garnett; Robin Prest; Phil Chalk; Naiying Xue.

Advisory Terms of Reference

- **Advisory Committee Terms of Reference** were reviewed by members and are provided in full in the Appendix section.

Norms Decided upon for Advisory Committee Meetings

The Advisory Committee identified a number of norms for its work together:

- **Open and Respectful Dialogue:** to create a space for engaging dialogues where individuals feel safe expressing their authentic opinions. Disagreements are normal but should be expressed respectfully.
- **Building Meaningful Connections:** to foster meaningful connections among members, supporting each other throughout our collective journey.
- **Open Communications and Active Listening:** to prioritize open communications, actively practice attentive listening while aware of our preconceived assumptions and personal biases, and foster an environment conducive to understanding and collaboration.
- **Confidentiality and Transparency:** honour confidentiality while ensuring transparency in any decisions that result from the Advisory Committee.

Meeting Decision: Outcomes and decisions from Advisory Committee meetings will be shared on the Assembly website. The names of Advisory Committee members will also be posted on the website.

Issue Framing

- The Advisory Committee decided the Assembly should be provided with up-front information about the top five issues that emerged through scoping interviews with the City and community-based organizations: housing, density, livability, climate and transportation.
- A major focus should be on making linkages between issues from the perspective of how community members experience the city.

- Specific guidance on wording and framing includes discussing “housing accessibility” rather than “housing affordability” so that a wider range of needs can be addressed; focusing on transportation issues that are within city jurisdiction such as active transportation or how space on roads is shared between competing needs; and discussing new residents in the context of population growth.

Prioritization of Selection Criteria for Civic Lottery

Meeting Decision: The A Committee prioritized the following selection criteria for the civic lottery:

- Age
- Gender identity
- Renter / homeowner
- Location of residence based on first 3 digits of postal codes.
- Indigenous identity
- Length of time in Canada¹
- Language spoken most often at home
- Income²

¹ Subsequent to the Advisory Committee meeting, this selection criteria was amended to select based on immigration status and period of immigration, as specific data on years in Canada was not available through Statistics Canada.

² Subsequent to the Advisory Committee meeting, this selection criteria was changed from income to level of education.

²

Document List: Advisory Committee Meeting #2 – January 30, 2024

In the following pages, please find the following documents:

- Meeting Pre-Materials
 - Learning Agenda for Burnaby Community Assembly
 - High-Level Assembly Design Framework
- Meeting Summary

LEARNING AGENDA FOR BURNABY COMMUNITY ASSEMBLY

Identifying the Focus of the Burnaby Community Assembly

The purpose of the Burnaby Community Assembly is to engage a representative group of Burnaby residents in deep conversations about planning issues in Burnaby in order to create recommendations to City Council for Burnaby's Official Community Plan. Because the Official Community Plan impacts almost every policy area of the City, it is important for the Assembly design to clearly define the more detailed questions the Assembly will discuss. For the Burnaby Community Assembly, a tension exists between framing the Assembly widely, which would allow Assembly members to make connections between related issues, and narrowing the focus so that Assembly members can learn more deeply about a smaller number of issues to improve the focus of their recommendations. In addition, good framing questions for the Assembly should:

1. Relate to a genuine problem that needs to be solved.
2. Respond to both the priorities of the community and a desire by decision-makers to consider community input for that topic.
3. Address complex issues that involve trade-offs or dilemmas, and where community members can make a useful contribution through their values and lived experience.
4. Be framed in an unbiased manner that invites participation from residents with diverse perspectives.
5. Help the community to work through areas of polarization or controversy.

The Centre for Dialogue undertook the following activities to inform that conceptual design of the Burnaby Community Assembly and to identify issues that community groups and the City both wished to explore through the Assembly:

- Twenty-seven interviews with community-based organizations, including non-profit organizations, government agencies, entities serving equity-deserving groups, public service providers and members of the City's Social Planning Committee.
- Six interviews and one workshop with approximately 12 City of Burnaby staff from select portfolios, including the OCP planning team and representatives from city senior leadership.
- Eight interviews with Burnaby City Council members.
- A review of outcomes from the City's Burnaby 2050 Visioning Phase, including community feedback from surveys, dialogues, pop-up events and other City-led engagements.
- A meeting with the Assembly's Advisory Committee to review progress, confirm editorial decisions, and discuss how to frame issues in ways that are balanced and maximize opportunities for Assembly input.

Emerging Focus Areas and Discussion Questions

Based on the activities described during the Conceptual Design Phase, the Burnaby Community Assembly will focus on five focus areas under the overarching question:

How should Burnaby grow and change by 2050 to create a city where everyone can thrive?

These five focus areas are:

- **Growth, density and land use**
- **Livability and belonging**
- **Climate change**
- **Housing choices, access and affordability** and
- **Transportation**

Within these five focus areas, the Centre for Dialogue has identified ten discussion questions that relate to community priorities and active policy discussions. The Assembly will be tasked with responding to these questions. The Assembly’s learning agenda will therefore include information about all of these topics, although the Assembly itself may choose to prioritize certain areas over others during its deliberations (potentially including topics not listed here).

Focus Area	Discussion Questions
Growth, density and land use	<ul style="list-style-type: none"> • How should the City of Burnaby distribute density to accommodate 120,000 new residents by 2050? • What types of neighbourhoods and street experiences should Burnaby prioritize and why?
Livability and belonging	<ul style="list-style-type: none"> • How should the City of Burnaby foster livability, belonging and well-being? • What are your priorities for community facilities, amenities and services in the future?
Housing choices, access and affordability	<ul style="list-style-type: none"> • What types of housing forms should Burnaby encourage to make sure suitable homes are available for all types of residents? • What types of affordable or subsidized housing should Burnaby prioritize and for whom?
Transportation	<ul style="list-style-type: none"> • How should the City of Burnaby allocate existing road space between driving, parking, public transit and cycling? • What would help residents to shift their transportation modes from single occupancy vehicles to sustainable modes such as, electric vehicles, transit, walking, biking, cycling, and rolling?
Climate Change	<ul style="list-style-type: none"> • How should the City of Burnaby help residents keep safe from extreme weather and temperature events? • How can the City help homeowners and residents become carbon neutral by 2050?

Highly Impacted Groups

Throughout the Conceptual Design Phase, the Centre asked community groups and City representatives to identify populations in Burnaby that might face heightened impacts in the policy areas addressed by the OCP. The Assembly's learning agenda will seek to include information about specific experiences and barriers faced by groups identified during these consultations, including:

- People who speak a language other than English at home
- People with lower incomes
- People unhoused or at risk of homelessness
- Indigenous peoples
- Newcomers
- Seniors
- Youth
- Parents with young children
- People with disabilities

Inputs into Assembly Learning Agenda

Inputs into learning agenda for the Burnaby Community Assembly will include:

- Discussion materials prepared by the Centre for Dialogue and distributed to Assembly members in advance of deliberations, building on City information and prior engagements
- Discussions with invited community organizations, experts and proponents of diverse viewpoints during the Assembly proceedings
- Knowledge produced by the Assembly members based on their lived experience and deliberations
- Engagement events and surveys where the wider community can give input to the Assembly

Discussion Questions

Important questions for the next stage of the Assembly design include:

- **What perspectives must be shared with the Assembly to ensure all viewpoints and interests are represented?**
- **How should the Assembly choose the group(s) to represent a given viewpoint?**

	Day 1 (Feb 24): Yesterday and Today	Day 2 (March 2): Looking to 2050	Day 3 (March 16): Exploring growth, change and livability	Break for Community Input: (Mar 16-April 20): Emerging ideas and directions	Day 4 (April 20) Deliberation on priority topics	Day 5 (May 4) Deliberation on priority topics	Break for Community Input: (May 4- June 1) Draft recommendations and/or options & trade- offs	Day 6 (June 1) Receive feedback and update recommendations	Day 7 (June 15) Finalize recommendations
Inputs	- Backgrounder on Burnaby "past, present and future" - Member info package - Entrance survey - Photos taken by participants near where they live - City presentations: Results of OCP engmt so far, emerging vision, focus questions	- Backgrounder & presentation on climate change - Expert panel	- Backgrounders on growth, livability and how cities work - Answers to emerg. Qs - Community exp ref group - City's draft policy directions / key drivers shaping "made in BBY" growth scenario - Mid-point evaluation survey	Inputs: - Draft vision - Assembly's priority topics - Key learnings so far - Dilemmas (if this far)	- Community feedback for Assembly - Multi-lingual ambassadors - Council & First Nations reps - "Deep Dives" presentations and backgrounders (TBC) - Mid-point evaluation results	- "Deep Dives" presentations and backgrounders (TBC) - Mid-point evaluation survey	- Emerging recommendations and reasons why (if this far) - Options & trade-offs (if not as advanced) - Mid-point evaluation results	- Community feedback for Assembly - Multi-lingual ambassadors - Community exp ref group - Council with questions	- Refining recommendations - Exit survey
10am - 12pm	Welcome (Mayor's welcome [V], assembly remit and overview [V], introductions, grounding activities, relationship building)	Learning about each other game / map based exploration of Burnaby (card game data feeds map-based exploration for spaces of significance.)	Growth & livability (foundational concepts from City inc. prov mandated growth [V]; community experiences reference group)	Objectives: - Spread learning process to wider community and socialize topics being explored - Hear ideas from wider community that may be missing from Assembly - De-mistify Assembly and build awareness of its work Activities include: - Survey - Social media campaign with Assembly's priority info - Self-hosted dialogues in diverse languages - Large public workshop (100 people) - Assembly reps interviewed on the radio or by news media	Taking stock (review community feedback; hear from multilingual ambassadors; identify priorities for Council interaction) Lunch Council, City Staff and Host Nations reps	Deep Dives on Assembly- Decided Priority Topics (e.g. 3rd party experts / proponents; explore conflicts; draft recommendations) Lunch	Objectives: - Spread learning process to wider community - Test emerging recommendations with wider community and receive feedback - De-mistify Assembly and build awareness of its work Activities include: - Survey - Social media (trade-offs & emerging directions) - Follow-up with diverse language communities - 4-5 micro dialogues facilitated by SFU in community spaces (e.g. libraries)	Taking stock (review community feedback; hear from multilingual ambassadors and community experiences reference group; questions from Council) Lunch	Finalize recommendations
12-1pm	Lunch	Lunch	Lunch						Lunch
1pm-3pm	Overview of OCP (Likely 75 min inc Erin on OCP & what City's heard so far [V], Lee-Ann on tradeoffs around key topics/questions [V], Q&A [V], etc.)	The Next 25 Years: City and external experts on anticipated changes and challenges [V]	Exploring perspectives on growth, change and livability (e.g. skills for exploring disagreement with soft shoe shuffle, tour of thematic topics, etc.)		Explore ideas with City staff, Council and Host Nations reps	Deep Dives on Assembly- Decided Priority Topics (e.g. presentations by City SME / 3rd party experts / proponents; explore conflicts; draft recommendations)		Finalize recommendations	Finalize recommendations
3pm-5pm	Surfacing Assembly Knowledge (relationship building, how Members experience Burnaby, crowd-sourced historical timeline, etc.)	Processing Key Learnings: What info is most important? What is our emerging vision for the future? What questions do we have?	Consolidating, Preparing & Priorizing (draft vision, community engagement, topics for Days 4 + 5.)		Deep Dives on Assembly- Decided Priority Topics (e.g. presentations by City SME / 3rd party experts / proponents; explore conflicts; draft recommendations)	Finalize materials for community feedback (draft recommendations and/or options and trade-offs)		Finalize recommendations	Mayor receives preliminary recommendations (open to the public)
Outputs	- Language to describe Burnaby's journey and hopes for future - List of what people value in their community and what isn't working for them. - Entrance & 1st day eval'ns - Norms for collaboration	- Learnings Assembly thinks are most important so far - Data about community from map-based activity (TBC) - Emerging vision 4 the future - Emerging questions	- Learnings Assembly thinks are most important so far - Priority topics Assembly would like to focus on most - Assembly's draft vision for Burnaby's future - Emerging dilemmas or areas of conflicting thought - Mid-point evaluation data	- Community feedback for Assembly - Community ideas/options for Assembly recommendations	- Emerging recommendations, options and trade-offs on "deep dives" topics	- Emerging recommendations, options and trade-offs on "deep dives" topics - Mid-point evaluation data	- Community feedback for Assembly	- Refining recommendations	- Final recommendations - Exit survey

BURNABY COMMUNITY ASSEMBLY

Advisory Committee Meeting Summary - Jan 30th, 2024

Meeting Attendees

The Burnaby Community Assembly Advisory Committee Members

- Ana Maria Bustamante, Manager, Burnaby Intercultural Planning Table
- Dr. Andréanne Doyon, Director of SFU's Planning Program and lead on developing a resilience framework for Burnaby
- Jeffrey Yu, Founder of REL Technology and Vice President of the New Vista Society
- Noreen Ma, Manager, Community Development, Burnaby Public Library

Representative from the City of Burnaby

- Lee-Ann Garnett, Deputy General Manager Planning and Development will also attend Advisory Committee meetings as a representative from the City of Burnaby to offer feedback and advice but will not vote on Committee decisions.

Burnaby Community Assembly Project Team

- Robin Prest; Phil Chalk; Naiying Xue; Athavarn Srikantharajah

The level of support among Assembly Members should be utilized to validate Assembly recommendations

- **Meeting Decision:** Advisory Committee members were unanimous that 2/3 agreement will be used as the threshold for Assembly Members to ratify recommendations to Council. The option to produce minority reports will be available for dissenting opinions.
- The Assembly will strive to establish a culturally safe environment, fostering mutual understanding and comfort for everyone to share their opinions and perspectives openly.

Principles for selecting external group(s) to represent a given viewpoint to the Assembly

The Advisory Committee established three principles:

- **Diversity in perspectives:** The Assembly will hear from a broad range of community perspectives. Not every group expressing interest can be included in the Assembly's seven Saturday meetings, but all groups that express interest will be invited to the public sessions hosted by the Assembly.

- The learning agenda for the Assembly will include both technical expertise and experiential knowledge.
- The Assembly delivery team will generally prioritize guests and speakers from within Burnaby.

Appendix A includes an overview of the learning agenda for the Burnaby Community Assembly, updated to match input from the *Jan. 30 Advisory Committee Meeting*.

Promoting Awareness of the Assembly

The Advisory Committee has identified four groups in Burnaby that the organizing team should target for additional outreach to promote the work of the Assembly, with the support of Advisory Committee members:

- Local non-profit organizations, grassroots organizations, and cultural groups
- SFU students, staff, and faculty
- Burnaby Public Library
- Burnaby School District and parents

Document List: Advisory Committee Meeting #3 – April 26, 2024

In the following pages, please find the following documents:

- Meeting Pre-Materials
 - Summary of Burnaby Community Assembly Meetings 1-4, and Big Ideas Workshop
 - Guest List – Burnaby Community Assembly
 - Framing Issues and Trade-Offs for the Burnaby Community Assembly
 - Burnaby Community Assembly – Recommendations Launch
- Meeting Summary

Summary of Burnaby Community Assembly Meetings 1-4, and Big Ideas Workshop

Overview

The Burnaby Community Assembly is a representative group of 45 Burnaby residents, selected through a civic lottery, who will create recommendations for Burnaby's new Official Community Plan. The Assembly is led by [SFU's Morris J. Wosk Centre for Dialogue](#) in a collaborative, but arm's length partnership with the [City of Burnaby](#). This work is also being supported by the [Civic Innovation Lab](#).

Over the first four Assembly Meetings, Assembly Members have developed their understanding and vision for the city, learning from evidence-based information and diverse perspectives, including discussion materials and presentations from experts and community knowledge holders. Building off of public input from the Big Ideas Workshop, they have also begun to deliberate about municipal policy options and work through trade-offs in relation to their values.

Assembly Meeting #1 – February 24th

The first Assembly Meeting welcomed Assembly Members to the process and outlined how it would work. Members were first welcomed by Elder Jackie Gonzales, a Skwxwú7mech/Musqueam matriarch from the Village of Esh7an, then by Burnaby Mayor Mike Hurley. Burnaby Assembly Chair Robin Prest detailed the Assembly process, and Erin Rennie, Senior Planner and Lee-Ann Garnett, Deputy General Manager Planning and Development from the City of Burnaby presented details about the Official Community Plan, and the planning process.

Through a series of activities, the diverse group of Assembly Members got to know each other and the facilitation team, established working norms, and shared initial perspectives and personal experiences related to the focus areas of livability, transportation, climate, growth & housing. The day concluded with the co-creation of a timeline for Burnaby, from time immemorial until today, and the development of a shared narrative for the city.

Assembly Meeting #2 – March 2nd

In the second meeting, Assembly Members built upon and began to prioritize key issues that had been identified in Meeting #1, began to deliberate around the tensions of density a livability through a map-based activity, and developed their vision for the future of Burnaby across the five thematic areas of livability, transportation, climate growth & housing.

A presentation from Erica Lay, Climate Action and Energy from the City of Burnaby provided context for Burnaby's climate goals and key climate issues for the future, and future-focused issues were identified through a panel about the next 25 years in Burnaby featuring Erica, Andy Yan, Director, City Program, Lifelong Learning, Associate Professor of Professional Practice, SFU Urban Studies Program, Graham Cavanaugh, Senior Planner - New Mobility - Strategic Planning & Policy, TransLink and Paul Holden, President of the Burnaby Board of Trade.

Assembly Meeting #3 – March 16th

On day 3, Assembly Members reaffirmed key elements of their collective visions for Burnaby, refined their understanding of key issues through presentations from Erin Rennie on emerging policy directions, and from Kyra Lubell, Social Planner II, City of Burnaby on livability, belonging and social infrastructure. Through a 'personas' activity, Members also engaged with issues of livability and density from a diversity of perspectives.

Finally, the Assembly worked to hone the focus of Assembly deliberations as move forward towards recommendations. They prioritized the following focus questions for future discussions:

- How should the City of Burnaby distribute density to accommodate more than 100,000 new residents by 2050?
- What types of neighborhoods and street experiences should Burnaby prioritize and why?
- What are your priorities for community facilities, amenities, and services in the future?
- What types of housing forms should Burnaby encourage to make sure suitable homes are available for all types of residents?
- How should the City of Burnaby allocate existing road space between driving, parking, public transit and cycling?

Big Ideas Public Workshop – April 9th

The Big Ideas Workshop provided an opportunity for the broader Burnaby community to engage directly with the Assembly and its Members. Featuring opening comments from Acting Mayor Maita Santiago, 16 Assembly Members and 50 additional members of the Burnaby community gathered to hear about the Assembly, and share their 'Big Ideas' for the Assembly to consider.

Assembly Meeting #4 – April 20th

Day 4 marked the beginning of the 'deliberation phase' of the Assembly. Assembly Members reviewed the Big Ideas that came out of the workshop, and began to develop and worked at their tables to develop and prioritize their own key actions for the City of Burnaby to take. Lee-Ann Garnett also provided a presentation on the two growth scenarios being considered by the City of Burnaby.

In the afternoon, Assembly Members were taken on a bus tour of Burnaby, highlighting key OCP-related issues and providing first-hand experience for the areas of Metrotown, Edmonds, The Heights, the Lougheed Corridor and the Willingdon Corridor. This included a walking tour of Edmonds led by local community leader Doris Alcantara and her daughter, Sophia, from Alegria Soy Cultural & Community Society.

Looking Forward

Over the three remaining Meetings, Assembly Members will work towards their final recommendations, including by seeking feedback on its emerging directions from experts, City representatives and the Burnaby community so that they can optimize their final recommendations to reflect specific needs within the community, as well as the real-world constraints faced by decision-makers.

The Assembly will present its recommendations to City Council, who is responsible for final approval of the Official Community Plan. The City of Burnaby has committed to receive and respond to the Assembly's recommendations, ensuring the process is transparent and accountable.

GUEST LIST - BURNABY COMMUNITY ASSEMBLY

Meeting 1:

Council Members		
Name	Affiliation	Roles/Activity
Mayor Mike Hurley	Burnaby City Council	Opening Remarks & Observer
Councillor Richard T. Lee	Burnaby City Council	Observer
Councillor Daniel Tetrault	Burnaby City Council	Observer
Councillor Maita Santiago	Burnaby City Council	Observer
Councilor James Wang	Burnaby City Council	Observer
Indigenous Elder		
Name	Nation	Roles/Activity
Elder Jackie Gonzales	Skwxwú7mech & Musqueam Nations	Land Acknowledgment & Observer
Burnaby Community Assembly Advisory Committee Members		
Name	Affiliation	Role/Activity
Ana Maria Bustamante	Manager, Burnaby Intercultural Planning Table	Observer

City Staff		
Name	Affiliation	Roles/Activity
Erin Rennie	Senior Planner, Official Community Plan, City of Burnaby	Presentation: The Official Community Plan (OCP) Project Overview
Lee-Ann Garnett	Deputy General Manager, Planning & Development, City of Burnaby	Presentation: How should Burnaby Grow and Change by 2050 to Create a City Where Everyone Can Thrive
Rebekah Mahaffey	Executive Director, Civic Innovation Lab	Observer

Meeting 2:

City Staff		
Name	Affiliation	Roles/Activity
Erica Lay	Manager, Climate Action and Energy, City of Burnaby	Presentation: Climate Change in Burnaby & Panel Discussion: Future Trends of Burnaby for the Official Community Plan (OCP)
External Guests		
Name	Affiliation	Roles/Activity
Graham Cavanaugh	Senior Planner, New Mobility - Strategic Planning & Policy, TransLink	Panel Discussion: Future Trends of Burnaby for the Official Community Plan (OCP)
Paul Holden	President of the Burnaby Board of Trade	Panel Discussion: Future Trends of Burnaby for the Official Community Plan (OCP)

Andy Yan	Director, City Program, Lifelong Learning, SFU	Panel Discussion: Future Trends of Burnaby for the Official Community Plan (OCP)
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Meeting 3:

City Staff		
Name	Affiliation	Roles/Activity
Erin Rennie	Senior Planner, Official Community Plan, City of Burnaby	Presentation: Official Community Plan (OCP) Project: Growth and Density
Kyra Lubell	Development Planner II, City of Burnaby	Presentation: Livability, Social Infrastructure and Belonging
Burnaby Community Assembly Advisory Committee Members		
Name	Affiliation	Role/Activity
Ana Maria Bustamante	Manager, Burnaby Intercultural Planning Table	Observer
Noreen Ma	Manager, Community Development, Burnaby Public Library	Observer

Big Ideas Public Workshop:

Council Members		
Name	Affiliation	Roles/Activity
Councillor Maita Santiago	Burnaby City Council	Opening Remarks

Burnaby Community Assembly Advisory Committee Members		
Name	Affiliation	Role/Activity
Ana Maria Bustamante	Manager, Burnaby Intercultural Planning Table	Table Facilitator
Jeffrey Yu	Founder of REL Technology and Vice President of the New Vista Society	Participant

Meeting 4:

City Staff		
Name	Affiliation	Roles/Activity
Lee-Ann Garnett	Deputy General Manager, Planning & Development, City of Burnaby	Presentation: Official Community Plan (OCP) Project: Growth Scenarios
External Guests		
Name	Affiliation	Roles/Activity
Doris & Sophia A.	Alegria Soy Cultural and Community Society	Guide for Walking Tour of the Edmonds Neighbourhood

Meeting 5:

Multilingual Ambassador		
Name	Affiliation	Roles/Activity
Alin Arakelian	Immigration Advisory Council - BIPT	Arabic Language Speaking Community

Derek Chen	Immigration Advisory Council - BIPT	Chinese Languages Speaking Community
Lana Wei	Immigration Advisory Council - BIPT	Chinese Languages Speaking Community
Alba Nury Correa	Immigration Advisory Council - BIPT	Spanish Language Speaking Community
Hakim Asher	Immigration Advisory Council - BIPT	Farsi and Pashto Languages Speaking Community
Abdelrahman A Mustafa	Immigration Advisory Council - BIPT	Somali Languages Speaking Community
John Dhieu	Immigration Advisory Council - BIPT	Kiswahili Language Speaking Community
Vivienne Lee	Immigration Advisory Council - BIPT	Korean Language Speaking Community
TBD		Tagalog Language Speaking Community

Community Experience Reference Panel

Name	Perspectives	Affiliation
Doris Alcantara	Afro Caribbean community in Edmonds	Alegria Soy Cultural and Community Society
Ernie Cardinal	Urban Indigenous Population	Spirit of the Children Society
Kam Sandhu	Climate Action Advocate in Burnaby	N/A
Harinder Parmar	Parents with young kids	District Parent Advisory Council
Anita Nambuuza	Young people (South Burnaby)	Youth Advisory Committee (OCP)

Norah Kenward-Richard	Young people (North Burnaby)	Youth Advisory Committee (OCP)
Carol-Ann Flanagan	Unhoused people	The Society To End Homelessness In Burnaby
Melody Monro	Social isolation & Residence Well-being	Fraser Health/Healthier Community Partnership Committee
Heather McCain	People with disabilities	Live Educate Transform Society
Murray Martin	Low-income families in Burnaby	BC ACORN
Shiraz Ramji	Senior	Edmonds Senior Society
Jason Wong	Local business owner	N/A
Yunuen Perezvertti	Local Artists	We Are Burnaby

Housing Panel

Name	Affiliation	Roles/Activity
Lee-Ann Garnett	Deputy General Manager, Planning & Development, City of Burnaby	Housing Panel
Thom Armstrong	Chief Executive Officer, Co-operative Housing Federation of BC	Housing Panel
Dr. Andr�anne Doyon	Assistant Professor, Director of the Planning Program, School of Resource and Environmental Management, Simon Fraser University & a member of Burnaby Community Assembly Advisory Committee	Housing Panel

Murray Martin	Co-Chair, Burnaby ACORN	Housing Panel
Dr. Atiya Mahmood	SFU Gerontology	Housing Panel
Ernie Cardinal (TBC)	Spirit of the Children Society	Housing Panel
City Council		
TBC		

FRAMING ISSUES AND TRADE-OFFS FOR THE BURNABY COMMUNITY ASSEMBLY

The Burnaby Community Assembly has now entered its deliberation phase, meaning that it is working through diverse options and trade-offs across a range of issues, including housing forms, density, priorities for amenities and the allocation of scarce road space. To help the Assembly explore key issues, the SFU Morris J. Wosk Centre for Dialogue will name two or more approaches for addressing each issue and work with the Assembly* to identify:

- The positive and negative impacts of each approach (i.e. trade-offs)
- The Assembly's preferences for choosing between different potential approaches.

We ask the Advisory Committee to review the following draft issues and approaches and to provide feedback to ensure that they are accurate, minimize bias, and provide enough space for participants to express their opinions.

Issue Framing	Approach A	Approach B
1. On roads such as Hastings Street that have a fixed number of lanes, the City should:	Prioritize high-frequency rapid transit service with dedicated bus lanes and rail-like stations, even if this means displacing existing car parking used by customers of local businesses.	Prioritize existing parking and traffic arrangements to avoid disruptions to merchants, even if this means declining or modifying new higher volume bus services offered by TransLink
2. When the City uses its own money, land and resources to create more affordable housing, it should:	Prioritize creating the greatest number of new housing units possible, even if this means offering less of a discount for each housing unit compared to market prices (example: create 2000 units of "affordable" housing renting for \$2600/month).	Prioritize making each unit as affordable as possible with the deepest possible discounts compared to market prices, even if this means creating fewer total housing units. (example: create 1000 units of "affordable" housing renting for \$1300/month)
3. Who should receive priority access to new affordable housing units when the City uses its own money or land to create this housing? (rank in order of priority)	<ul style="list-style-type: none"> • Middle-income households • Low-income households • All residents receive equal access (e.g. lottery system or first-come-first-served) • Groups identified as most housing insecure • Young people or seniors 	
4. If Burnaby needs to add 100,000 new residents by 2050, how should the City concentrate this growth?	Focus as much growth as possible in Town Centers, resulting in higher towers and less change to other neighbourhoods	Spread the growth out by creating new urban villages, development corridors and transition zones between Town Centres and lower density neighbourhoods.

¹ *The Assembly may also seek input from the wider Burnaby community on these trade-offs and approaches (e.g. guests hosted by the Assembly, online survey to give feedback to the Assembly, etc.).

Issue Framing	Approach A	Approach B
5. Burnaby is one of the few cities in BC without any debt and over time has built a \$2.6 billion capital reserve (equivalent to all planned capital spending over the next five years). Should the City:	Continue to maintain or grow its surplus so that Burnaby saves its resources for future generations and has more financial resilience against coming emergencies like climate change.	Increase the rate of spending so that the surplus reduces over time, with the aim to invest more in solving present-day challenges such as the cost of housing or insufficient amenities for the growing population.
6. When renters are likely to be displaced by a new development, Burnaby should: (choose one of)	<ul style="list-style-type: none"> • Maintain existing tenant assistance policies where renters are able to return after construction with the same rent and # of bedrooms. • Expand the City's role in providing accessible mediation or advocacy for renters locked in disputes with their landlords around issues such as eligibility for assistance, state of repair, etc. • Treat housing as a personal responsibility and let the market decide where people live. Leave renters and landlords to resolve their own disputes through direct discussion, the Residential Tenancy Branch or the courts. 	
7. What types of new amenities should Burnaby prioritize as it continues to grow? Think both about your own needs and the needs of the wider community. (likely a group activity and/or survey - allocate the City's combined \$1.5 billion 5-year capital budget for amenities and parks/culture with real examples for how much each type of amenity has cost in the past (e.g. page 145 and 147 of capital plan))	<ul style="list-style-type: none"> • Arts and culture facilities such as theaters, galleries or museums. • Community centres • Outdoor sports such as stadiums, fields and golf. • Indoor sports such as ice-skating rinks and pools • Public libraries • Seniors and youth centres • Childcare centres • Major parks and trails • Neighbourhood greenspaces and trees • Subsidized office and programming spaces for non-profits serving the community 	

² | *The Assembly may also seek input from the wider Burnaby community on these trade-offs and approaches (e.g. guests hosted by the Assembly, online survey to give feedback to the Assembly, etc.).

Burnaby Community Assembly - Recommendations Launch

By June 15th, the Burnaby Community Assembly will have learned about their City, generated ideas, weighed trade-offs between different options and ultimately, created recommendations for Burnaby's Official Community Plan. The City of Burnaby has committed to receiving and responding to these recommendations, ensuring the process is transparent and accountable. City Council will receive the recommendations at the July 22nd council meeting. The following is a summary of activities leading up to July 22nd:

Final Assembly Meeting: On June 15th, the Assembly will finalize their draft recommendations after seven Assembly Meetings spent learning and deliberating. The recommendations will be presented in draft at this stage with the City of Burnaby, either through a memo or through in-person representatives at June 15th.

Staff Report to Council: On June 21st, City of Burnaby staff will submit a report to Council summarizing the Assembly process in preparation for the July 22nd presentation. The report will motion Council to direct staff to explore integrating the Assembly's recommendations into the draft Official Community Plan.

Embargoed Report and Recommendations: On July 18th, the Morris J. Wosk Centre for Dialogue, in partnership with the City of Burnaby, will release a media advisory accompanied by an embargoed copy of the Assembly summary report, which would include the recommendations.

Celebration! On July 22nd, the Burnaby Community Assembly will host an event at or near City Hall in honour of the official presentation to Council, with Assembly Members, institutional and community partners invited to join us in celebrating the dedication and time contributed to completing the Assembly. The celebration may be accompanied by meetings with local MLA Anne Kang and media interviews.

Presentation to Council: Representatives of the Burnaby Community Assembly will present its final recommendations to City Council on the evening of July 22nd, concluding the launch activities.

Technical Report: In late-summer or early-fall, the Morris J. Wosk Centre for Dialogue will release a technical report with expanded information about the Assembly process, inputs and outputs.

Follow-up On Draft Official Community Plan: After the Draft Official Community Plan is released in Winter 2024/2025, representatives from each table at the Assembly will reconvene to reflect on how their recommendations were integrated into the OCP and provide feedback to the City of Burnaby.

More information will become available as details are confirmed, stay tuned for updates!

BURNABY COMMUNITY ASSEMBLY ADVISORY COMMITTEE MEETING SUMMARY

Advisory Committee Meeting Summary – April 26, 2024

Meeting Attendees

The Burnaby Community Assembly Advisory Committee Members

- Ana Maria Bustamante, Manager, Burnaby Intercultural Planning Table
- Dr. Andréanne Doyon, Director of SFU's Planning Program and lead on developing a resilience framework for Burnaby
- Jeffrey Yu, Founder of REL Technology and Vice President of the New Vista Society
- Noreen Ma, Manager, Community Development, Burnaby Public Library

Representative from the City of Burnaby

- Lee-Ann Garnett, Deputy General Manager Planning and Development will also attend Advisory Committee meetings as a representative from the City of Burnaby to offer feedback and advice but will not vote on Committee decisions.

Burnaby Community Assembly Project Team

- Robin Prest; Phil Chalk; Naiying Xue; Athavarn Srikantharajah

Updates on the Project Progress

The Burnaby Community Assembly Implementation team updated the Advisory Committee Members on the following items (see Appendix A):

- Big Ideas Public Workshop.
- Assembly's emerging vision, focus areas and priority questions ("placemat" diagram).
- Mid-point evaluation results.
- Assembly Member number and composition (now 42 due to attrition).
- Process design of the past 4 meetings planning for Meetings #5, #6 and #7.

- Multilingual engagement planning and confirmed languages*.
- Plans for recommendations launch event, media amplification, and reconvening event in Spring 2025.

*Languages were selected for community-hosted workshops to include the top spoken language communities in Burnaby, as well as language communities with emerging needs for outreach and engagement. These include Chinese (Mandarin, Cantonese), Spanish, Korean, Farsi, Arabic, Somali, Kiswahili, and Tagalog.

Delineate the relationship between the OCP Growth Scenarios and Policy Directions Survey and Assembly Emerging Idea Public Survey

The OCP Growth Scenarios and Policy Directions Survey, managed by the City of Burnaby, and the Assembly Emerging Idea Public Survey, managed by the SFU Centre for Dialogue, both were released to the public in May. The committee suggested that messaging clearly delineate roles and collaboration so that any public confusion is mitigated.

Framing tensions and trade-offs (Appendix A)

The Advisory Committee spent a significant amount of time discussing how to frame discussion questions and trade-offs that might be used for Assembly deliberations or survey questions (Appendix A).

Issue 1:

- The Advisory Committee discussed how we could allow Assembly Members to give feedback on multiple potential uses for existing road space (e.g. biking, walking, etc.) rather than only the two that were listed, the advantages and disadvantages of using specific examples such as Hastings Street, and how to ensure potential impacts on merchants and transit groups are fairly defined.

Issue 2:

- The Advisory Committee discussed the need to provide more information in the framing of the question, including the relationship between the City's spending on affordable housing and the OCP (e.g. revenues it receives from development).

Issue 3:

- The Advisory Committee discussed how to make this question focus on the right type of housing and for whom, how to relate the question back to criteria set out by BC Housing or CMHC (which Burnaby cannot normally influence), how to recognize the fact that the City does play an active role deciding which partners to prioritize for its funding dollars, and how to relate the question back to the City's existing housing policies, including its definition for those in "core housing need".

Issue 4: No feedback

Issue 5:

- The Advisory Committee discussed whether this question should be reframed so that its purpose is more closely tied to the Official Community Plan (OCP), which generates the development and therefore the revenues that fund much of the City's capital plan. The Assembly's mandate does not include discussing the City's operational budget, but does include development revenues and how these can support livability.

Issue 6:

- The Advisory Committee discussed whether the Assembly might benefit from context about the displacement of tenants in Edmonds and Metrotown. It might also benefit from a broader focus about how to support renters in general, depending on whether it is possible to provide Assembly Members with sufficient background knowledge.

Issue 7:

- The Advisory Committee discussed the potential of exploring youth centres and seniors' centres separately instead of bundled in the same bullet. The Committee also discussed using a Monopoly-style game for Assembly Members to allocate resources to different services based on real-world costs.

Document List: Advisory Committee Meeting #4 – September 10, 2024

In the following pages, please find the following documents:

- Meeting Pre-Materials
 - Comparative Analysis of Assembly Member Evaluation Surveys
- Meeting Summary

Comparative Analysis of Assembly Member Evaluation Surveys – Burnaby Community Assembly

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Comparative Analysis Insights

- **Satisfaction:** Members had overall high satisfaction with their Assembly experience. Member satisfaction consistently increased from the first day survey to the final survey.
- **Accessibility:** Members' needs were generally met. Satisfaction with accessibility needs steadily rose to 100% by the end of the dialogues.
- **Participation:** Ample opportunities to participate. Perceptions of participation and opportunities for expression improved over time.
- **Facilitation:** Effective and mostly neutral guidance. Although there was a mid-point dip, perceptions of facilitator effectiveness ultimately improved.
- **Information:** Adequate and increasingly clear information. Assembly Members reported significant improvement in the clarity of information presented between the mid-point evaluations and the final survey.
- **Final Recommendations:** The majority of Members felt their views were accurately reflected.
- **Future Participation:** Members expressed strong interest in similar public participation opportunities.
- **Empowerment:** Members felt more informed and empowered to discuss local issues.

Response Levels for Evaluation Surveys

Survey	Meeting	Respondents	Participants
Pre-Survey	Meeting #1	44	Assembly Members
First Day Survey	Meeting #1	42	Assembly Members
Mid-point Survey	Meeting #3	41	Assembly Members
Final/Exit Survey	Meeting #7	39	Assembly Members

Please note: The number of survey respondents declined over time due to attrition in the Assembly.

Overall Experiences

The Burnaby Community Assembly conducted evaluation surveys at three stages: Meeting #1 (pre-survey and first-day survey), Meeting #3 (mid-point survey), and Meeting #7 (final survey). Satisfaction levels remained consistently high, starting at 93% on the first-day survey and rising to 95% by the final survey. Additionally, the percentage of Members who were 'very satisfied' increased from 44% to 62% (figure 1). This upward trend indicates growing Member satisfaction over time.

In the written feedback, Assembly Members highlighted several positive aspects of their experience, including the fair chance for everyone to speak and participate (12), the diversity and demographic representation (11), and the effective process of navigating disagreements (8). The organization and communication were praised (8), along with the informative nature of the sessions (7). Support from team members and facilitators (6), the decision-making process (5), and the feeling of being respected and included were also appreciated (4).

Other positive aspects included the quality of the food (3), the fun atmosphere (3), interactive and engaging activities (2), bus tours (2), presentations (2), and effective dotmocracy exercises (2). The meetings were described as digestible and thoughtfully organized. Additionally, participants valued the presence of an Indigenous Elder (3), making new friends, and the inclusive accommodation of special dietary and cognitive needs.

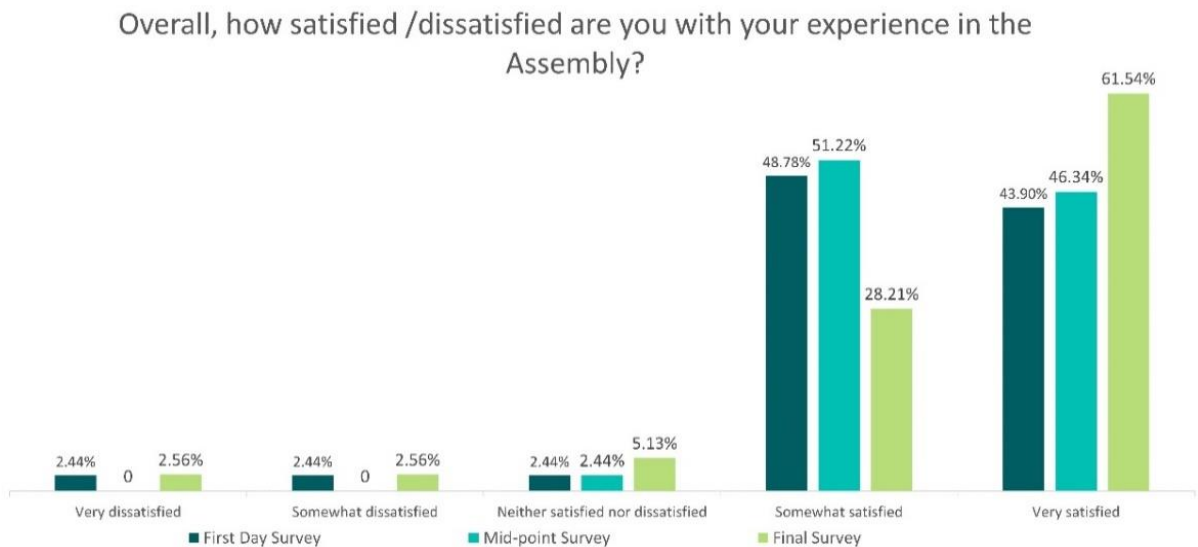


Figure 1: Overall satisfaction with the Assembly experiences

Overall, how satisfied /dissatisfied are you with your experience in the Assembly?

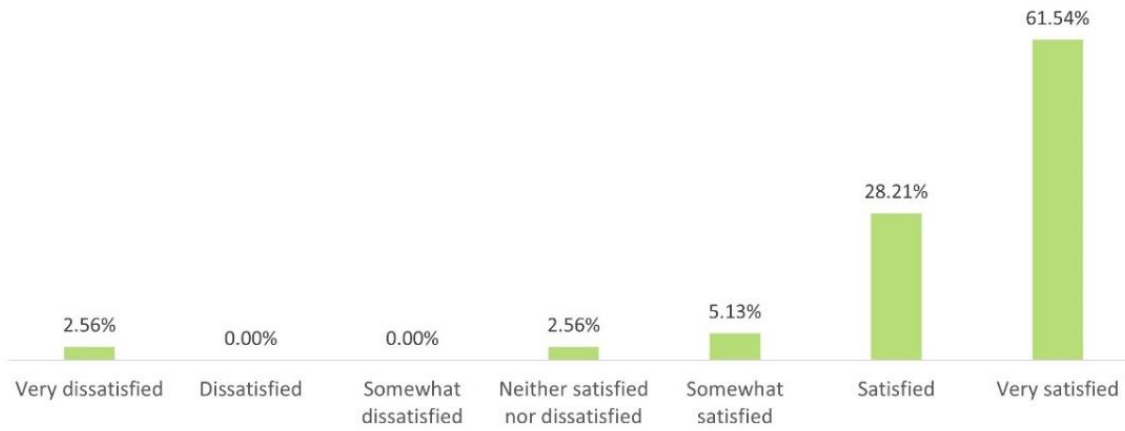


Figure 2: Overall satisfaction with the Assembly experiences - final survey results (7-point scale)

Accessibility

Satisfaction with accessibility needs improved from 86% in the first day survey to 100% by the final survey (figure 3). This consistent increase suggests effective accommodation measures were implemented throughout the Assembly. However, Assembly Members mentioned there could be improvements to tech equipment and accessibility support for individuals with hearing challenges and parking challenges.

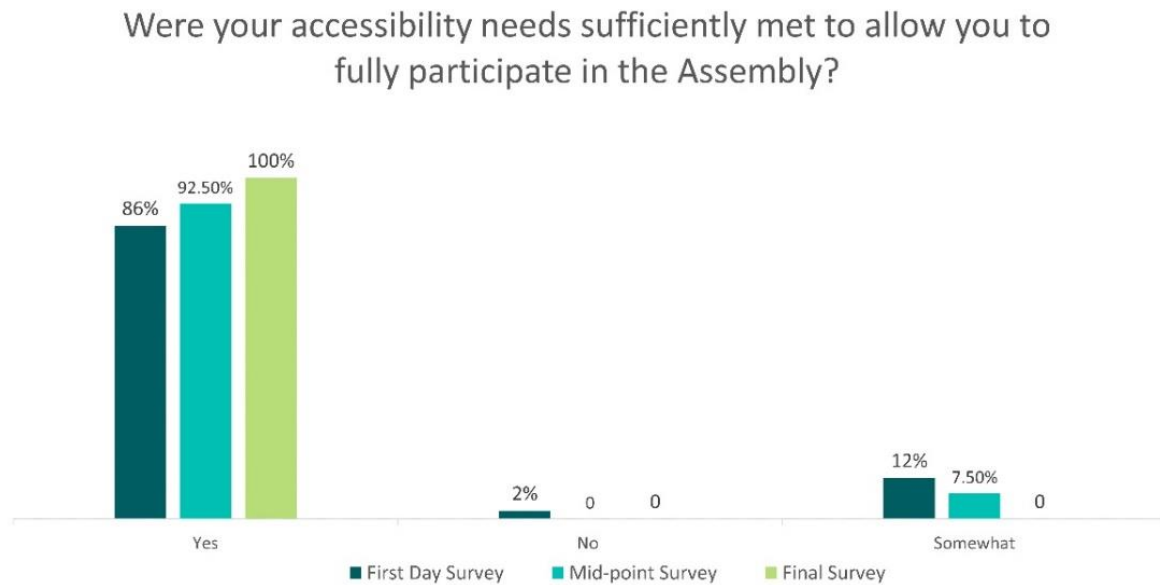


Figure 3: Accessibility Satisfaction for Assembly Participation

Participation and Expression

Opportunities to participate and express views comfortably improved from Meeting #1 to Meeting #7. Most Members felt they had ample opportunities to participate, and this perception strengthened over time (figure 4). This is supported by open feedback, including feedback from one Assembly Member who shared,

"I am really introverted and I wasn't well-versed in talking about various issues in Burnaby, so taking part in the group discussions was hard for me. But the experience was still really enjoyable. I have never felt so connected with people in my city. Participating in this Burnaby Community Assembly was a really great experience for me."

Additionally, in the written comments, 12 Members expressed their enjoyment of having a fair chance to speak and participate in the group discussions and open dialogue.

One comment from an Assembly Member emphasized the effectiveness of facilitation:

"The SFU CFD has been instrumental in the drafting of the Burnaby Official Community Plan recommendations. The ability of the facilitators to lead conversations while remaining neutral is phenomenal. The team worked very hard to make sure anyone who wanted to be heard was heard. They also did a fantastic job receiving feedback even during the process and making adjustments, doing research, and setting up speakers based on the requests of the Assembly. Thank you so much!"

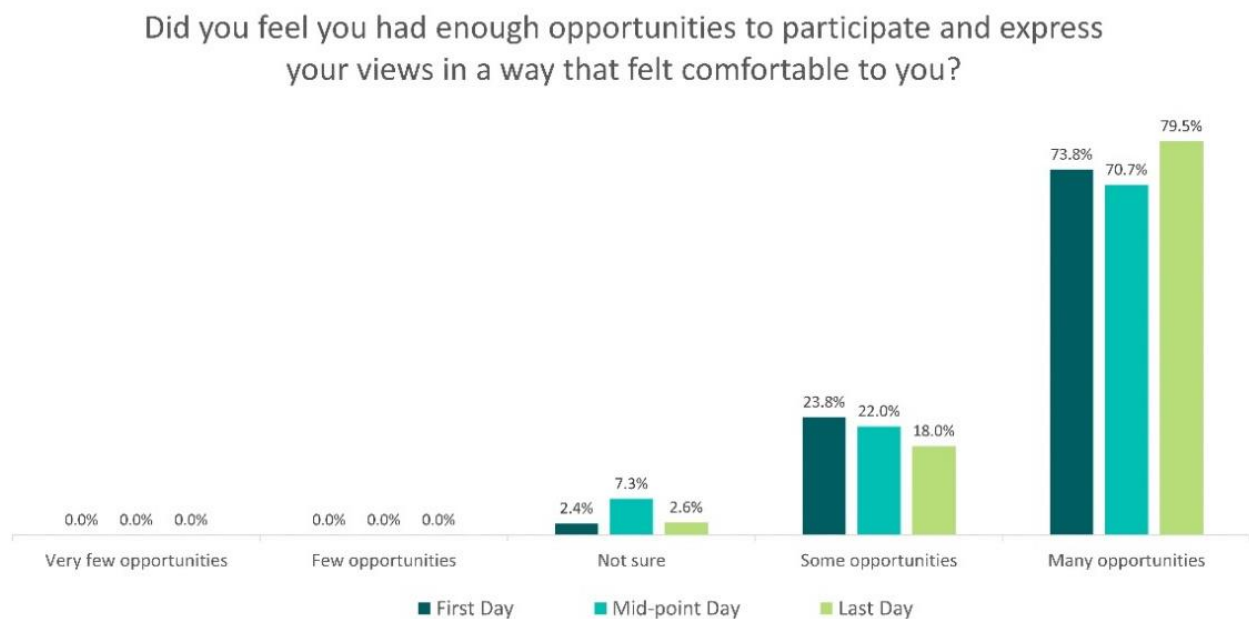


Figure 4: Opportunities to Participate and Express Views

Facilitation Effectiveness

Perceptions of facilitator effectiveness were high, with ratings for “always effective” starting at 70% on Day 1, dipping to 62% mid-point, but reaching 83% by the last meeting. This temporary dip suggests challenges during the middle stages, but overall, facilitators were effective in guiding conversations (figure 5).

Perceptions that facilitators were “very neutral” dropped from 83% at mid-point to 72% by the final meeting, with 23% indicating that facilitators were “often neutral” on the final survey (figure 6). One respondent indicated they thought the facilitators were “often biased”. Despite the dip, the overall perception of facilitation neutrality (often neutral and very neutral) remained stable and even slightly improved between Meeting #3 (93%) and Meeting #7 (95%).

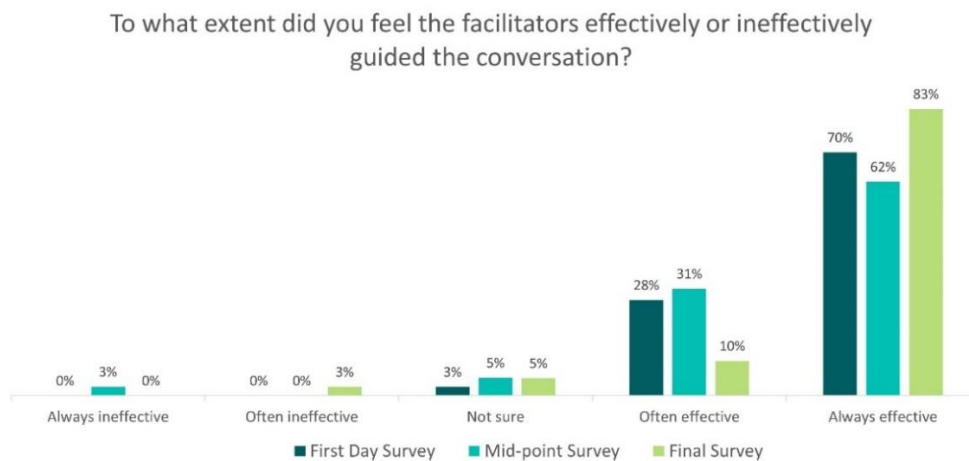


Figure 5: Effectiveness of Facilitators in Guiding Conversations

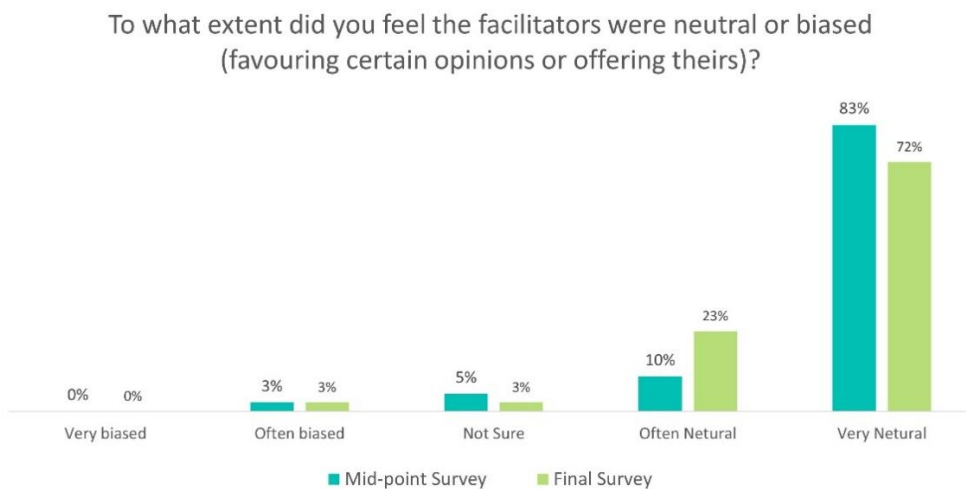


Figure 6: Perceived Neutrality of Facilitators in Discussions

89% of Assembly Members believed that their views and opinions were reflected in the final recommendations in a fair and accurate manner, while 8% felt the views and opinions of Assembly Members were somewhat reflected (figure 7).

To what extent, if at all, do you feel that the final recommendations (including minority reports) fairly reflect the views and opinions of the Assembly Members?

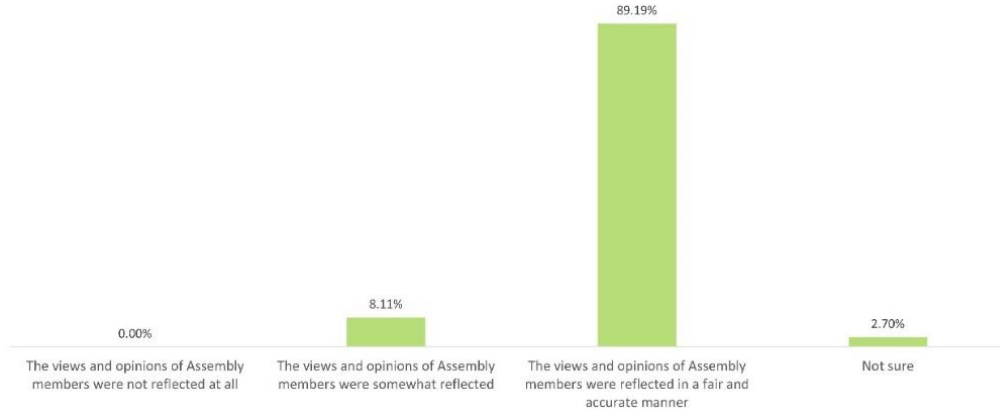


Figure 7: Perception of Fairness in Final Recommendations

Learning Materials and Information Clarity

By Meeting #7, 69% felt they received “just enough” information, 18% felt they received “too much information,” 5% felt they received “too little information”, and 8% were not sure (figure 8). These results are largely consistent with the mid-point findings. In written feedback, a few Assembly Members expressed a desire for more foundational education, indicating this would help Members fully understanding the trade-offs. Additionally, having more technical information before decision-making could have enhanced their background knowledge, leading to better recommendations.

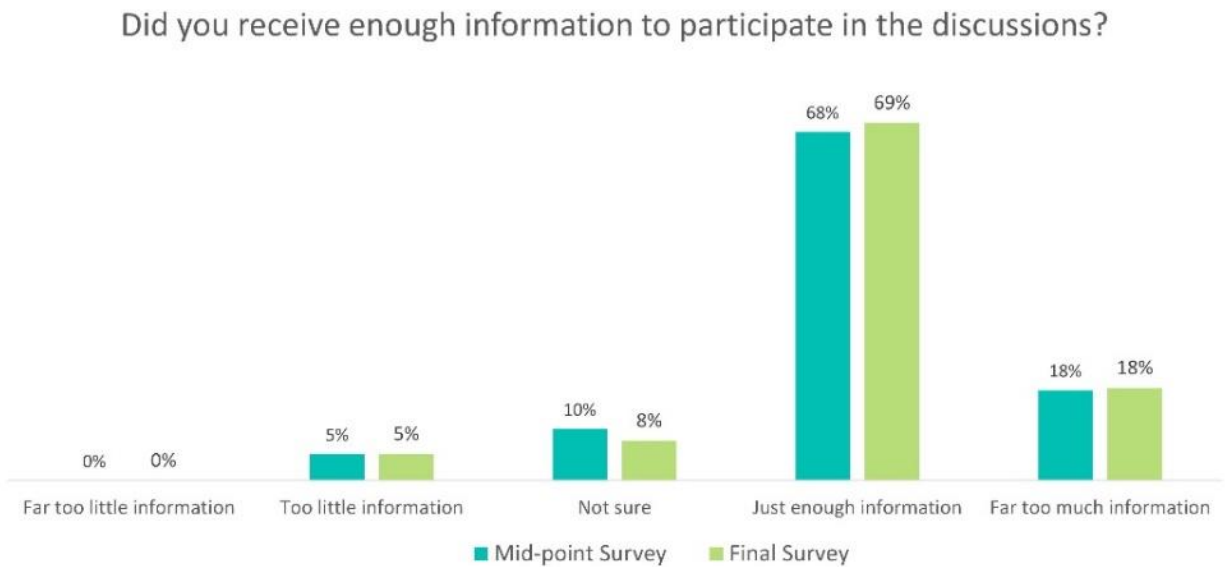


Figure 8: Adequacy of Information for Participation in Discussions

The clarity of information presented increased from 51% at the mid-point to 57% by Meeting #7 (figure 9). While the majority found the information clearer and more digestible over time, around 10% of Assembly Members still found it difficult to understand or were unsure. The final survey indicated that Assembly Members found written content (66%) easier to comprehend from the beginning compared to presentations (49%) by City staff and external experts (figure 10). One Assembly Member suggested reducing input from public speakers and shortening the length of presentations to alleviate cognitive overload.

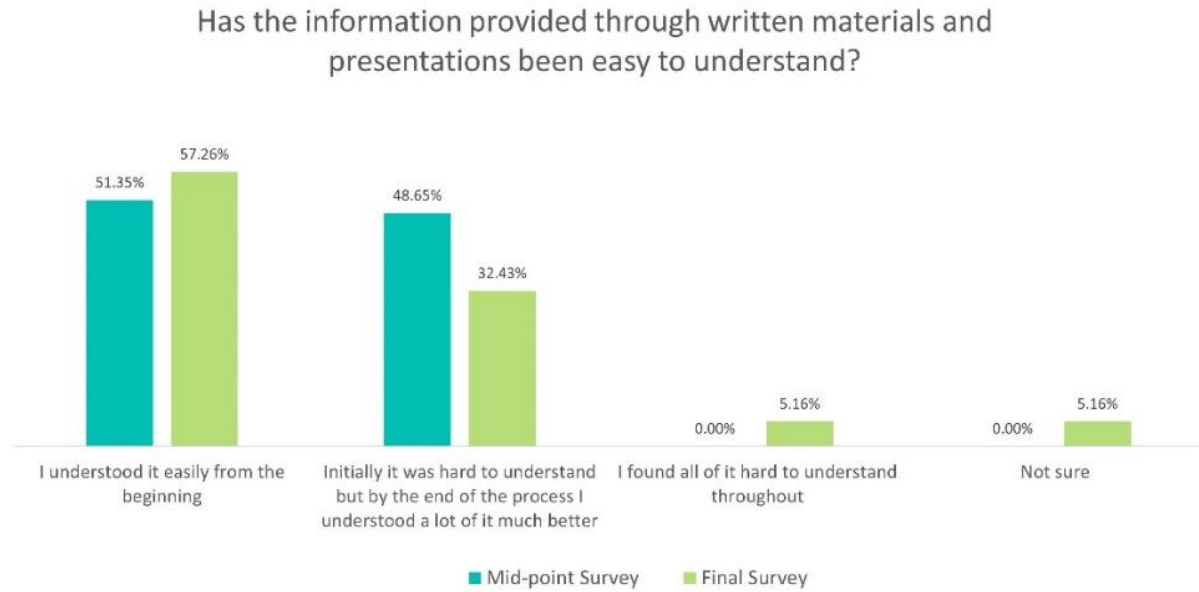


Figure 9: Difficulty in Understanding Information Provided Through Written Materials and Presentations (Mid-point vs. Final Survey)

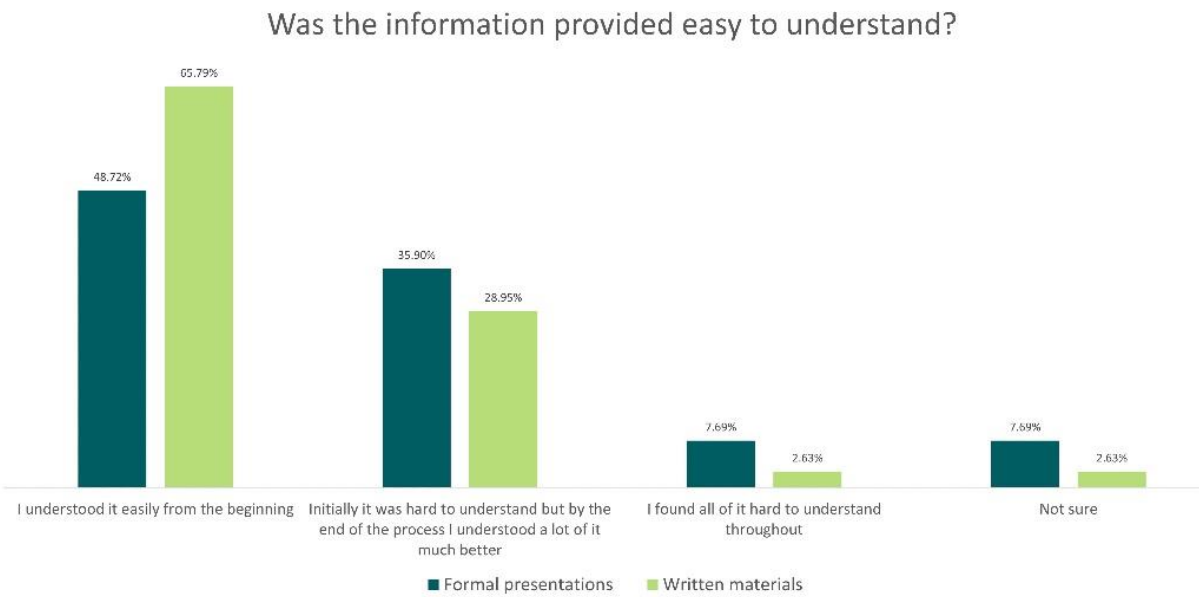


Figure 10: Difficulty in Understanding Information Provided in the Final Survey (Written Materials vs. Presentations)

Additionally, based on the first day survey results, 98% of Assembly Members felt the Assembly tasks and processes were either very clear or somewhat clear, with more than half of the Members indicating that the process was very clear (figure 11).

To what extent is the Assembly's task and process clear to you?

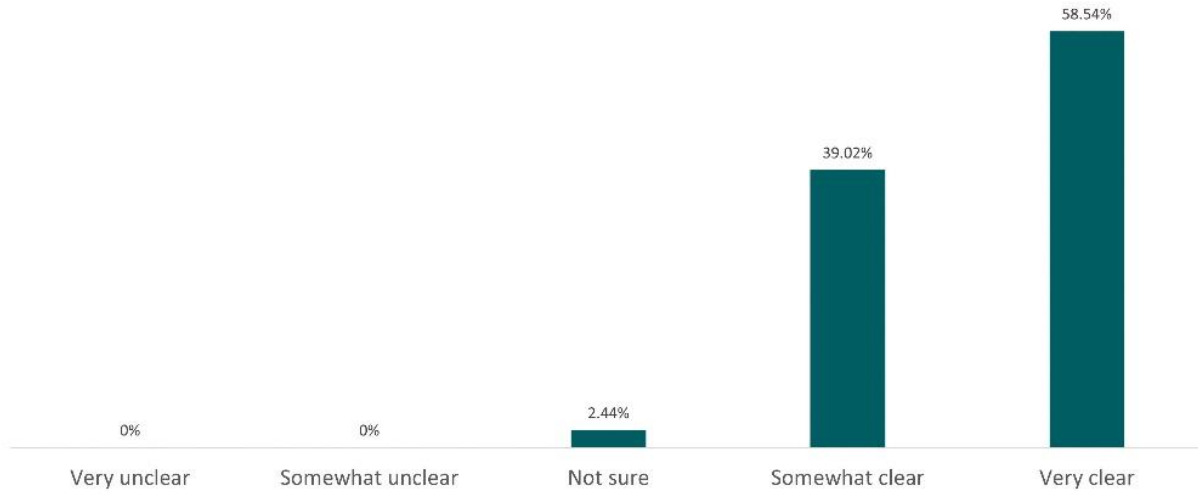


Figure 11: Perception of Clarity of the Assembly Process

Understanding of Assembly Topics

Understanding of all five topics—growth density and land use, livability and belonging, housing choices and affordability, transportation, and climate change—improved from Meeting #1 to #7. "Livability and belonging" showed the most improvement, with familiarity rates increasing by 43%, while "climate change" showed the least improvement with familiarity rates increasing by 17% (figure 12).

In the written feedback, one Assembly Member suggested allocating more time to each topic of the recommendations.



Figure 12: Familiarity Levels Across Assembly Topics

Perceptions Building

Assembly Members reported that all of the nine sources of information identified in the survey had a significant impact on their perspectives. For each source, at least 84% said that it “somewhat” or “strongly” impacted their perspectives, and 100% said that hearing the views of other Assembly Members “somewhat” (49%) or “strongly” (51%) impacted their perspective. Hearing the views of other Assembly Members was the most impactful source of information.

Hearing from local organizations through the "Community Exchange" strongly impacted 49% of Assembly Members' perspectives, while the bus tour of Burnaby ranked third highest in having strong impact on Assembly Members' perspectives at 45% (figure 13). However, 18% felt the bus tour had minimal impact, highlighting that this learning method met the needs of some Assembly Members and not others.

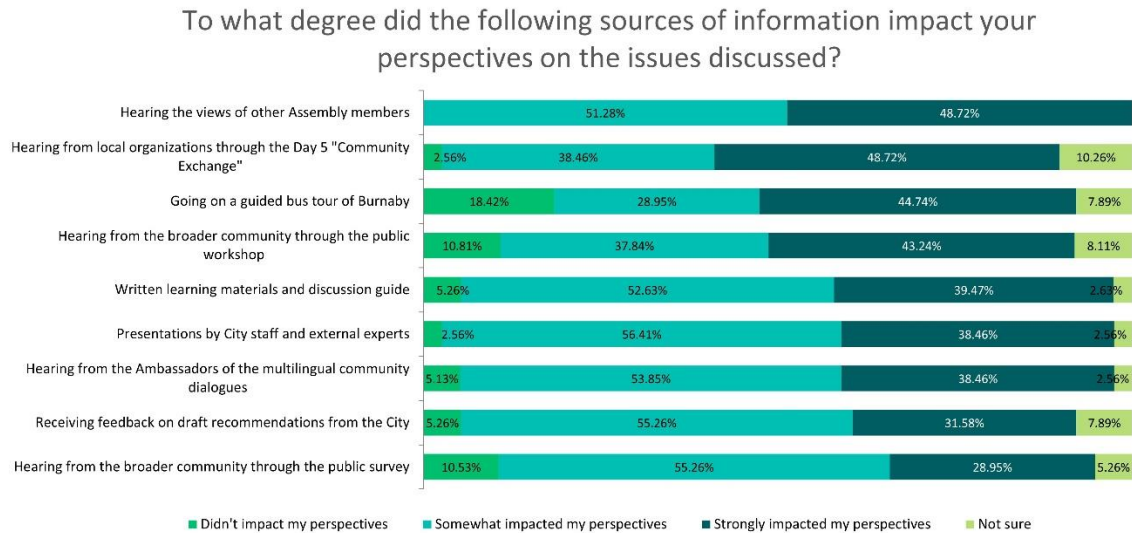


Figure 13: Perceived Impact of Information Sources on Assembly Members' Perspectives

Civic Engagement and Empowerment

Overall, Assembly Members believed the Assembly experience was transformative and empowering. Some comments from Assembly Members include:

"This experience has ignited an interest in public service and civic engagement. It also provided an opportunity to connect with other Burnaby residents I would otherwise never meet. It helped build empathy, understanding, and community. The Centre for Dialogue team was amazing from top to bottom, start to finish."

Another Member shared,

"The BCA has been a highlight of my journey as a naturalized citizen. It exemplifies the spirit of civic engagement and has left me with a profound appreciation for the collaborative efforts that shape our city. This experience has strengthened my sense of belonging and commitment to the community."

Over the past several weeks of the Assembly have you talked with others (who are not directly involved in the Assembly) about issues discussed in this process?

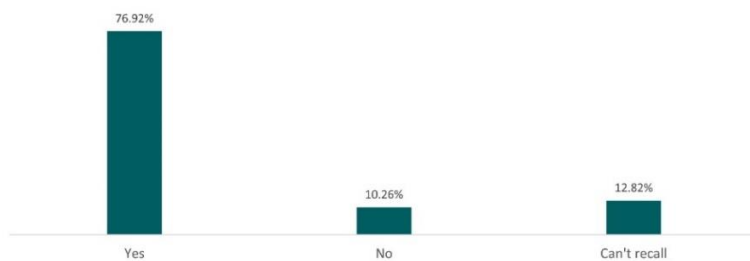


Figure 14: Assembly Members' Civic Engagement Outside the Assembly

77% of Assembly Members discussed issues related to the Assembly with others outside the Assembly (figure 14), and 76% expressed interest in participating in similar opportunities in the future (figure 15).

Given your experience in the Assembly would you be interested in participating in similar opportunities for public participation in the future?



Figure 15: Interest in Future Participation in Similar Civic Opportunities

Understanding of the City's constraints improved "to a great extent" for 62% of Members (an additional 33% reported "somewhat" improvement), and 59% felt they better understood others' opinions "to a great extent" (an additional 38% reported "somewhat" better understanding). This aligns with their written feedback, where eight Members expressed that they enjoyed the process of navigating disagreements and misunderstandings, being able to reach agreements, and respectfully discussing complex issues.

To what extent, if at all, do you feel that your understanding of these topics became clearer through this process?



Figure 16: Improved Understanding of the City's Constraints and Others' Opinions

At the last Assembly meeting, 81% of members "Agree" or "Strongly Agree" that they felt informed about city issues (figure 17), a significant increase from 42.5% in the pre-survey. Additionally, 77% believed that "ordinary residents can influence city government if they are willing to make an effort" (figure 18).

I feel informed about issues in my City, in general

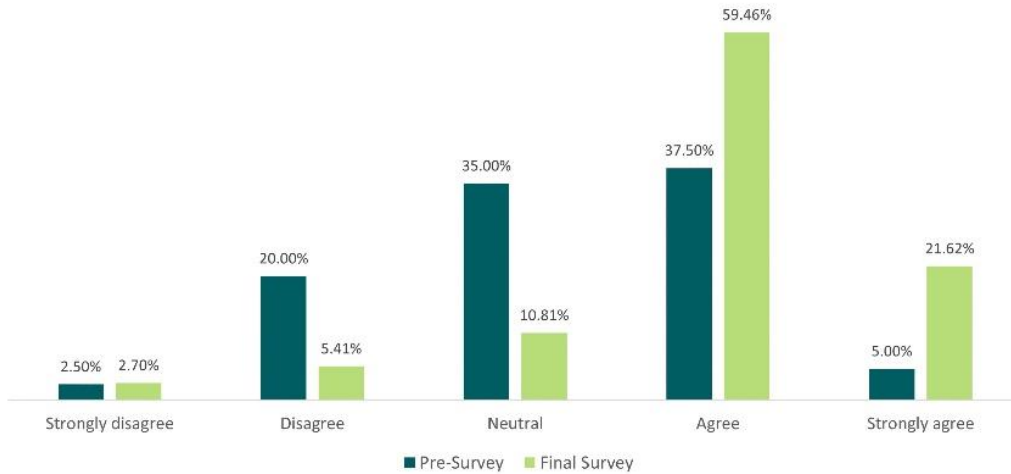


Figure 17: Assembly Members' Perception of Being Informed About City Issues

Which statement comes closest to your own view even if it isn't exactly right?

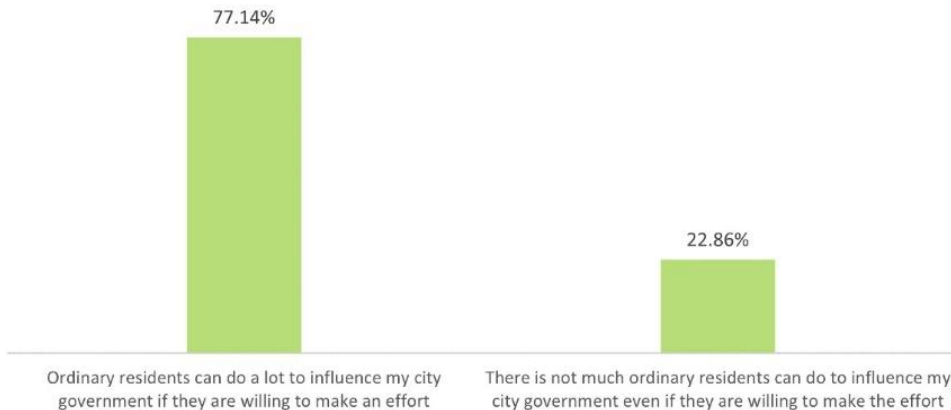


Figure 18: Belief in the Ability of Ordinary Residents to Influence City Government

A large majority of Assembly Members had never engaged with formal City institutions in the two years prior to the end of the Assembly Meetings, with 79% never attending a Council meeting, 68% never attending a public hearing, and 61% never participating in public engagement opportunities (figure 19). This shows that the Assembly's goal to attract Members who include "the silent majority" of Burnaby residents was largely successful.

Confidence in discussing local politics increased from 47% on Day 1 to 55% by Meeting #7 (figure 20).

In the past two years have you ever...

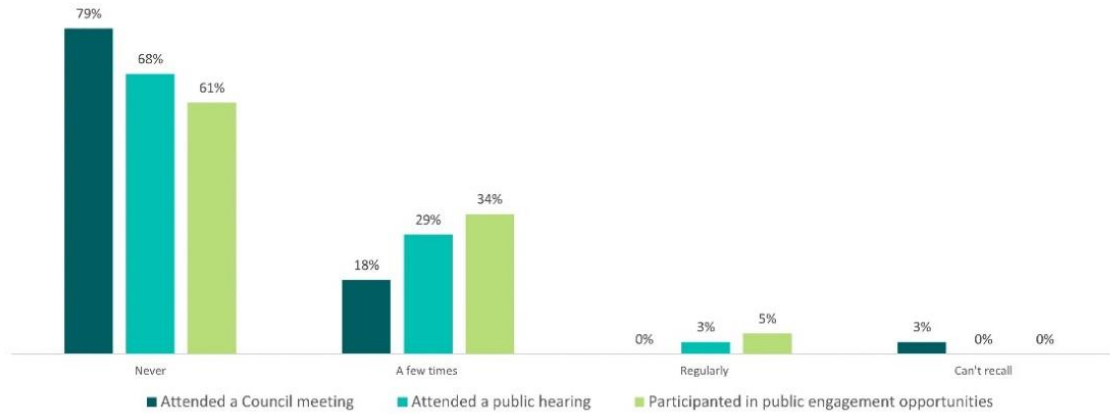


Figure 19: Assembly Members' Prior Engagement with Formal City Institutions

How confident do you feel about your ability to hold a conversation about local politics?

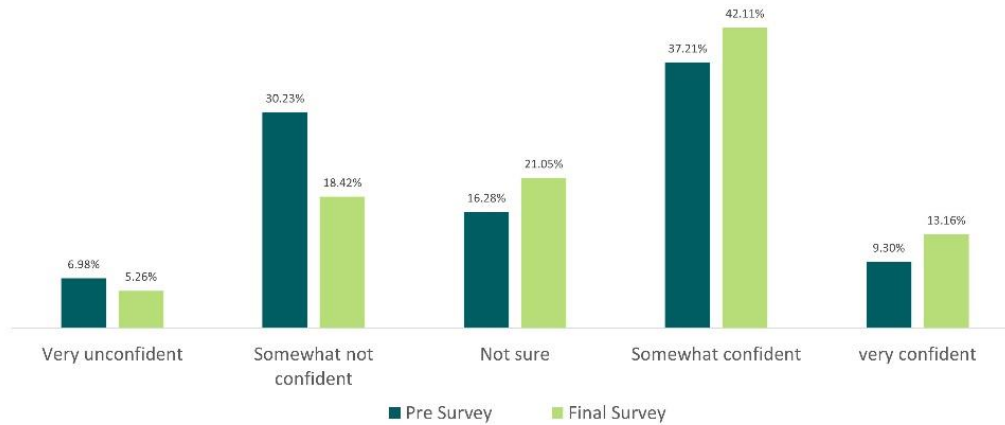


Figure 20: Increase in Confidence in Discussing Local Politics

While Members felt more informed and confident, their sense of belonging to their neighbourhood showed a small decrease (figure 21). The size of this decrease was not statistically significant, meaning the Assembly did not have a significant impact on sense of belonging relative to other factors in participants' lives.

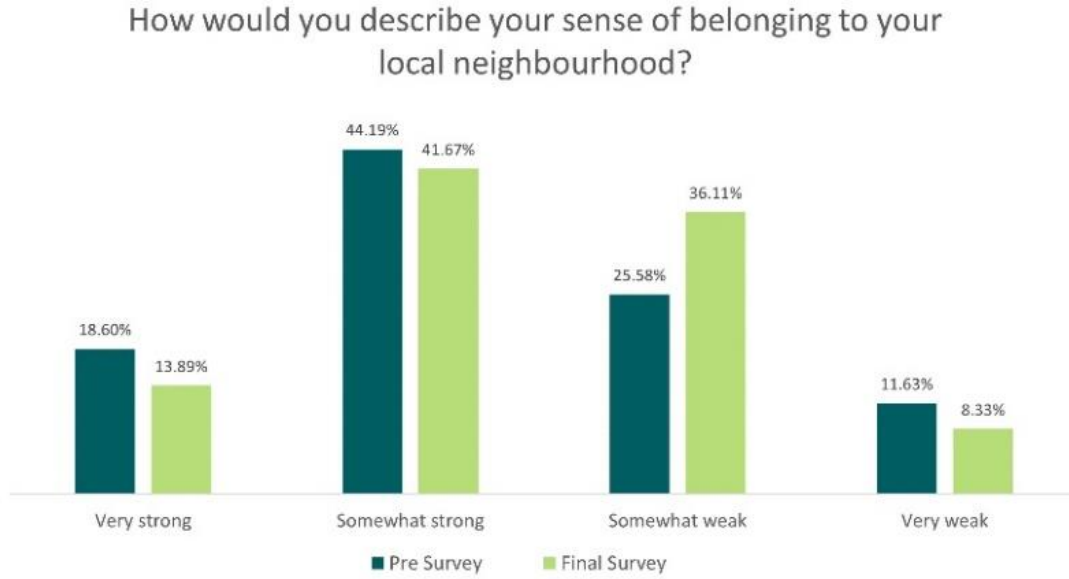


Figure 21: Change in Assembly Members' Sense of Belonging to Their Neighbourhood

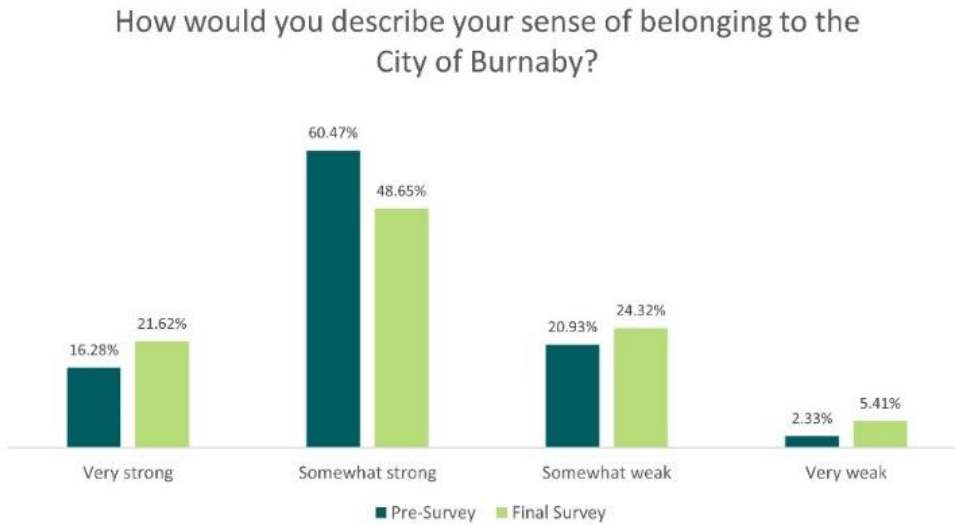


Figure 22: Change in Assembly Members' Sense of Belonging to Their City

The survey results indicate several notable trends regarding the Assembly Members' perceptions and attitudes over time. Firstly, the sense of empowerment among Members to "make a difference in their community" showed a positive shift. Overall agreement (including both those who agreed and strongly agreed) increased by 7%, with a 14% rise specifically in those who strongly agreed (figure 23).

Overall support for the idea that “discussing problems is the first step to solving them” yielded the highest strong agreement among the four statements pertinent to civic engagement at 55%. However, the final survey indicates a slight weakening in this sentiment, with about 14% of participants shifting away from strong agreement.

The overall perceptions that “people who disagree can still make decisions together if they talk” and that “people with different political beliefs can have civil, respectful conversations” remained relatively unchanged between the pre- and final surveys.



Figure 23: Perceptions and attitudes of civic engagement

Multilingual Engagement

Throughout the Assembly, a number of measures were incorporated to increase accessibility and inclusion for Burnaby residents who speak additional languages other than English. 64% of members felt that report-backs from multilingual dialogues helped expand their understanding of topics and their impacts on diverse communities. 25% felt that multilingual features of the Assembly did not impact their experiences significantly (figure 24).

Additionally, according to the Perceptions Building questions, where Members were assessed on which sources of information impacted their perspectives on the issues discussed, 92% of Assembly Members mentioned that hearing reports from multilingual ambassadors changed their perspectives (figure 13).

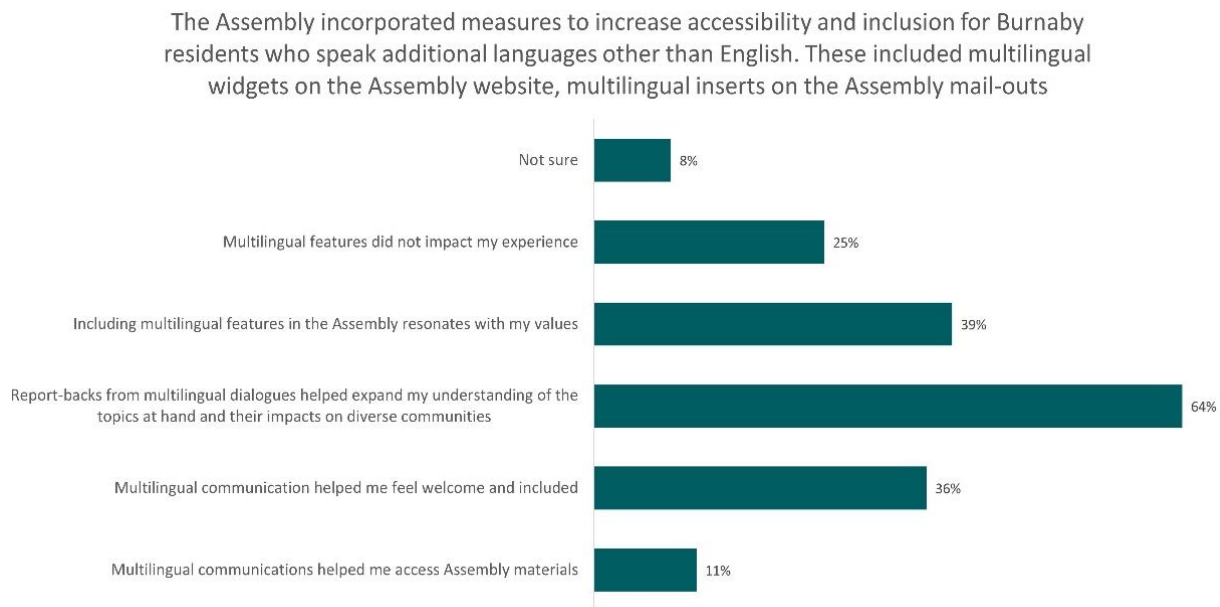


Figure 24: Impact of Multilingual Features on Accessibility and Inclusion in the Assembly

Qualitative Analysis

Reflecting on the Assembly process overall, what went well?

- Everyone had a fair chance of speaking and participating in the group discussion and open dialogue (12).
- Diversity and demographic representation (11).
- The process of navigating disagreements and misunderstandings, being able to reach agreements, and respectfully navigating disagreements in the midst of discussing complex issues (8).
- Organization and communications (8).
- Informative (7).
- Supportive team members and facilitators (6).
- Great learning experiences (5)
- Decision-making process that led to the final achievement of recommendations (5).
- Feel respected (3), included (4) and collaborative (4)
- Food (3).
- Fun (3).
- Interactive and engaging (2).
- Bus tour (2).
- Presentation (2).
- Dotmocracy exercise is effective (2).
- Digestible (dividing things into chunks).
- Nice space.
- Empowerment of thought generation.
- Empathetic and thoughtful (1).
- Rewarding and inspiring (1).
- Perspective change (1).
- I feel valued (1).
- Presence of Indigenous Elder.
- Made friends and have a sense of community.

Executive Summary:

Participants highlighted the fair chance for everyone to speak and participate, the diversity and demographic representation, and the effective process of navigating disagreements. The organization and communication were praised, along with the informative nature of the sessions. Support from team members and facilitators, the decision-making process, and feeling respected and included were also appreciated.

Other positive aspects included the quality of the food, the fun atmosphere, interactive and engaging activities, bus tours, presentations, and effective dotmocracy exercises. The meetings were described as digestible and thoughtfully organized. Additionally, some participants valued the presence of an Indigenous Elder, making new friends, and the inclusive accommodation of special dietary and cognitive needs.

What could be improved in future Assemblies like this one?

Participants provided a range of ideas for improving future Assemblies, which have been organized into different categories below.

Logistical:

- Earlier delivery of pre-meeting information and agenda, e.g., 7 days before each meeting (2).
- Better tech equipment and provide more accessibility support for people with hearing challenges (2).
- Addressing parking challenges.
- Leveraging online platforms to save printing and paper.
- Building a community by creating a social media chat group for all members.

Processes:

- More small group discussions to dig down more details/needed.
- Despite many opportunities to discuss in small groups, three Assembly Members suggested that organizers should incorporate more small group discussion than large group discussion to allow people who are reserved to share their perspectives (3).
- Better vetting process and provide opportunities only for people who are really committed.
- The meeting to be more concise and less commitment to allow more people involved.
- More time allocated to each topic of its recommendations.
- More time to hammer out the wording of the recommendations.
- Improve the intensiveness of the agenda.
- Allow final adjustment in the very last minutes may open another can of worms.
- Better summary of each topic.

Design:

- More base education. Many recommendations are still visionary but are trying to be action-oriented without understanding the trade-offs (3).
- More opportunity to engage with Indigenous people and Elders (3).



- More racial diversity and identify who are being left out for the Assembly (2).
- More public workshops incorporated into the Assembly (1).
- Provide education on different areas of Burnaby.
- Be more explicit about how overarching ideas could be contributing to resolving climate and housing issues.
- Less input from public speakers and reduce the length of presentations.
- Having more technical information before decision-making time or suggestion time could have enhanced our background to achieve better recommendations.
- Better interconnection between recommendations, cohesiveness, and how trade-offs are interconnected.
- Addressing the bias towards popular topics and popular zeitgeist rather than investigating what would really be effective to achieve our broader shared goals.

Additional Feedback & Comments

- General kudos on various aspects of the process (over 40)
- Excitement to participate in future civic engagement opportunities (3)
- Use of preferred pronouns among Assembly Members could be improved.
- Interest in revisiting the Assembly's ideas with the same group over 1, 2, and 5 years.
- Concern over the efficacy of this procedure to affect real, material change.
- Approach to Indigenous engagement could have been more defined at outset of process.
- Approach to selection of Assembly liaisons / those who were presenting to Council could have been more clear / transparent.
- Interest in sharing this example of engagement from Burnaby with other municipalities.

Testimonials Provided by Assembly Members

- “This experience has ignited an interest in public service and civic engagement. It also provided an opportunity to collide with other Burnaby residents I would otherwise never meet. It helped build empathy, understanding and community. The Centre for Dialogue team were amazing top to bottom start to finish.”
- “The BCA has been a highlight of my journey as a naturalized citizen. It exemplifies the spirit of civic engagement, and has left me with a profound appreciation for the collaborative efforts that shape our city. This experience has strengthened my sense of belonging and commitment to the community.”
- “The SFU team did a fantastic job in general with a very large and complex task, navigating it with grace, humility and reasonable efficiency”
- “The MJWCFD has been instrumental in the drafting of the Burnaby Official Community Plan recommendations. The ability of the facilitators to lead conversations while remaining neutral is phenomenal. The team worked very hard to make sure anyone who wanted to be heard were. They also did a fantastic job receiving feedback even during the process and making adjustments, doing research and setting up speakers based on the request of the Assembly. Thank you so much!”
- “I had no idea what this experience would be like when I signed up for it. The amount of time, effort and thought put into this process was inspiring. There are so many people, from City staff to everyday people who care immensely about the City of Burnaby and I am hopeful for the future”
- “The SFU team did a fantastic job in general with a very large and complex task, navigating it with grace, humility and reasonable efficiency”
- “I am really introverted and I wasn't well versed in talking about various issues in Burnaby so taking part in the group discussions was hard for me. But the experience was still really enjoyable. I have never felt so connected with people in my city. Participating in this Burnaby community Assembly was a really great experience for me”
- “The process provides us with more knowledge of Burnaby and assisting out decision making. What we vision is not necessarily come true but to the best alternative. Everything is a compromise.”



- “Overall, I am really grateful for this experience. I learned so much about the City and I appreciate being able to talk to so many different people. Through this experience I believe I have been able to gain knowledge about the city and my community which I may have not been able to otherwise”
- “It was a pleasure to be able to participate in a process like this that would normally be happening behind closed doors; to feel that we as a public can provide actionable change and make an impact in the city is which we live is an honour”

BURNABY COMMUNITY ASSEMBLY

Advisory Committee Meeting Summary - Sept. 10, 2024

Meeting Attendees

The Burnaby Community Assembly Advisory Committee Members

- Ana Maria Bustamante, Manager, Burnaby Intercultural Planning Table
- Dr. Andréanne Doyon, Director of SFU's Planning Program and lead on developing a resilience framework for Burnaby
- Jeffrey Yu, Founder of REL Technology and Vice President of the New Vista Society
- Noreen Ma, Manager, Community Development, Burnaby Public Library

Representative from the City of Burnaby

- Lee-Ann Garnett, Deputy General Manager Planning and Development will also attend Advisory Committee meetings as a representative from the City of Burnaby to offer feedback and advice but will not vote on Committee decisions.

Burnaby Community Assembly Project Team

- Robin Prest; Phil Chalk.

Next Steps Following Presentation of the Assembly's Recommendations

- The Assembly officially presented their final recommendations to Burnaby City Council on July 22, 2024. Council has committed to responding to each of the Assembly's recommendations.
- Upon the publication of the draft Official Community Plan in 2025, the Centre for Dialogue will be re-convening some Assembly Members to give feedback on that draft and the extent to which the Assembly's Recommendations have been integrated.
- Some of the Assembly's recommendations extend beyond the limited scope of the Official Community Plan. This presents an opportunity to open conversation and communicate the multi-jurisdictional nature of some of these recommendations and issues, but there may be challenges in integrating such recommendations into City processes and strategies outside of planning.
- The formal response to recommendations and integration into the Official Community Plan is one aspect of impact, but the recommendations also have an informal impact on the perspectives of City staff. The Assembly was also an unprecedented approach to community engagement in Burnaby, and can impact City engagement processes in ways beyond the recommendations themselves.

Review of Assembly Process

- Process was generally effective at inviting input from the community and supporting participants to engage in dialogue while expressing their own beliefs. It is important for people to learn give-and-take and evolve their perspectives based on learning and discussion.
- There is a need to use accessible language for topics like climate change so that people feel they can engage and contribute on those issues.
- There is a healthy design tension between the autonomy of the Assembly to engage in topics and frame issues in an independent fashion and ensuring that the City is able to receive advice in all areas the Assembly chooses to address. This is an ongoing area of learning for how Burnaby and other cities work with Assemblies.
- The working language of the Assembly Meetings was English and the convenors took steps to make the Assembly accessible to people with a range of language abilities. The parallel Multi-Lingual Engagements helped to fill a gap in representation, while holding more sessions in the future would allow for coverage of additional language groups. Some residents may also have a lack of trust in government based on past experiences, including experiences outside of Canada.

Review of Advisory Committee Process

- Overall, the Advisory Committee process was effective. Committee members felt they had opportunities to express their opinions, engage in dialogue, and learn from each other. Committee meetings were productive and committee members felt well-supported by meeting materials and the meeting process.
- The input from the Advisory Committee was acted upon and had a meaningful impact on the Assembly process.
- Partnerships developed with Advisory Committee members through the development and coordination of the Multi-Lingual Engagements was really positive.
- It was important for the Advisory Committee to have opportunities to see the Assembly in person. Committee members did join Assembly Meetings on a number of occasions, and found it really valuable to see it in action.



SFU

**MORRIS J. WOSK
CENTRE FOR DIALOGUE**

For more questions on this report:

burnabyassembly.ca