

BERGEN AREA STRUCTURE PLAN STEERING COMMITTEE

MEETING NO. 1 AGENDA
March 5, 2007 Starting at 9:00 a.m.

1. Introductions
2. Context - Elements of the Plan and Planning Process *Diana Hawryluk & Bill Shaw*
 - a. Purposes of the Area Structure Plan
 - b. Importance of the Planning Process
3. Steering Committee *Doug Plampling*
 - a. Roles of the Committee
 - b. Committee Members: Roles and Responsibilities
 - c. Public – attendance at meetings
 - d. Discussion
4. Meeting and Communication Procedures *Bill Shaw*
 - a. County contact person
 - b. Roles of the Lead Planner/planning team
 - c. Meeting notes (not minutes)
 - d. Chair/Vice-Chair
 - e. Communications
 - f. Public – posting of updates/notices
5. Planning Process Timetable *Bill Shaw*
 - a. General Timeline (see Attachment A)
 - b. Setting Steering Committee meetings
 - c. Community/public meetings – preferable timing
6. Engaging the Community *Bill Shaw*
 - a. Input from the general public (an important stakeholder)
 - b. Identifying other stakeholders
7. Bergen Area Planning Issues and Potentials *Chris Ulmer*
 - a. The Bergen area – what are its most relevant aspects/conditions
 - b. Identify factors/issues affecting land use planning and the future
 - c. Identify opportunities for the future of the area
8. Next Steps *Bill Shaw*
9. Adjournment

TIMELINE for the BERGEN AREA STRUCTURE PLAN

March 5	Project Start-up; Steering Committee Meeting #1 Commence Phase 1 – Start-up and data gathering	Step 1
<u>Week of:</u>		
March 19	Initial Public Release	
April 9	Complete Phase 1 Distribute Background Report to Steering Committee	Step 7
April 16	Commence Phase 2 ; Steering Committee Meeting #2 Invitation to Visioning Session	Step 8 Step 9
May 7	Community Values and Visioning Meeting	Step 10
May 14	Visioning Session Report	Step 12
May 21	Complete Phase 2 Steering Committee Meeting #3	Step 13
May 28	Start Phase 3 Public Survey	Step 14
June 18	Public Survey Report	Step 15
June 25	Complete Phase 3 Steering Committee Meeting #4	Step 16
July 2	Start Phase 4 Write draft Area Structure Plan	Step 17
July 16	Steering Committee Meeting #5 Concur on draft area structure plan Third public release	Step 18 Step 19
August 6/13	Community Open House/Meeting	Step 21
August 13	Community Response Report Complete Phase 4	Step 22
August 20	Start Phase 5 - Steering Committee Meeting #6 Recommend Area Structure Plan to Council	Step 23
September 10	Bergen ASP First Reading by Council (<u>September 12</u>)	Step 25
October 8	Public Hearing (<u>October 10</u>)	Step 26
October 8/22	Adopt Bergen ASP (Third Reading) Print final Plan to Complete project	Step 27 Step 28