

# Coquitlam

# For Committee

February 6, 2009  
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To: City Manager  
From: General Manager Planning and Development

Subject: **Maillardville Neighbourhood Plan - Local Government Act Section 879  
Consultation Requirements and Work Plan/Schedule**

For: **Land Use and Economic Development Standing Committee**

**Recommendation:**

A. That Council, with regard to the Maillardville Neighbourhood Plan within the Citywide Official Community Plan, having given consideration to the requirements of Section 879 and other relevant sections of the *Local Government Act (LGA)*:

1. Direct staff to seek input from interested parties in the following manner:
  - Form a Public Advisory Group comprised of residents, property owners, interest groups and businesses and conduct Public Advisory Group meetings during the update of the Maillardville Neighbourhood Plan;
  - Conduct Public Open Houses/Workshops during the update of the Maillardville Neighbourhood Plan, each of which is to be advertised in the newspaper and on the City's website;
  - Attend City-sponsored community events in the Maillardville Neighbourhood Plan area to inform and consult with the public on the plan and plan process; and
  - Use the City's website to inform and consult with the public on the update of the Maillardville Neighbourhood Plan.
  
2. Direct staff to advise and consult with:
  - The Board of Metro Vancouver;
  - TransLink, to identify the level and type of transportation including transit services needed to support any land use changes proposed for the Maillardville Neighbourhood;
  - The City of New Westminster, given that this municipality is in close proximity to the Maillardville neighbourhood;
  - School District No. 43;
  - British Columbia Ministry of Environment;
  - Fisheries and Oceans Canada; and
  - Provincial Gateway Program.

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**Recommendation** cont'd/

3. Direct staff to provide Council with summary reports at key milestones on the results of all consultation.
4. Not require consultation with:
  - the Board of any other Regional District, except as noted herein, since none are considered to be affected by the subject policy review;
  - The Kwikwetlem First Nation;
  - any School District Board, greater boards or improvement districts, other than as noted herein, as none are considered to be affected by this application; nor
  - any other Provincial or Federal government body or agency, other than as noted herein, as none are considered to be affected by this application.

- B. That Council authorize the Maillardville Neighbourhood planning process and schedule as outlined in staff's report dated February 6, 2009.

**Executive Summary:**

Among the City's Community Planning priorities for 2009/2010 is the update of the Maillardville Neighbourhood Plan (MNP). This report outlines the public engagement elements of the plan development process which will satisfy the requirements of the *Local Government Act* - Section 879, and to outline a proposed work plan and schedule.

The program includes a variety of consultation opportunities, including the formation of a community-based Public Advisory Group, a series of community workshops, tours, public open houses, a range of education and communication tools, liaison with government agencies and authorities and progress reports to Council.

The update to the MNP will be a multi-phase 18-month process starting in March 2009 that will include providing background information to inform people's ideas, a visioning process which will include illustration of plan options, a process to select a preferred plan and the development of and consultation on updating goals, objectives and policies. The plan update process will also be guided by a neighbourhood planning framework presented as part of the proposed Southwest Coquitlam Area Plan update currently under consideration by Council. The MNP will update existing policies on the economic, social and environmental future of the neighbourhood and will revisit the existing land use plan to guide future development. A parallel social action planning process will also be undertaken that will provide key input to the MNP update as well as an action plan focused on helping to address social issues in the area.

**Executive Summary cont'd/**

The proposed MNP update addresses the corporate objectives of supporting neighbourhoods; enhancing the transportation system, enhancing community safety; supporting sport, culture and recreation; enhancing economic opportunity; developing sustainable assets; innovating to meet changing needs; building community capacity; continuing to improve processes policies and services; and managing infrastructure priorities.

**Background:**

The City's Neighbourhood Planning Program is directed at neighbourhoods experiencing or expected to experience significant growth pressures and/or changes or where other local issues warrant more detailed planning. Neighbourhood Plans are prepared in close consultation with area residents, property owners, businesses, other interest groups and government agencies. Neighbourhood Plans include developing a community-based vision and goals and objectives which are accompanied with a set of supporting policies regarding land use (and land use designations), policies respecting housing choices, transportation choices, environmentally sensitive areas, parks and open space, community services, and urban design, including form and character of development.

The existing Plan for Maillardville was the City's first Neighbourhood Plan and was adopted by Council in 1989. This Plan was underpinned by a revitalization effort the City launched in Maillardville over 20 years ago with Council's adoption of the 1985 Maillardville Downtown Revitalization Report. Since its adoption, various policy sections of the Maillardville Neighbourhood Plan have been amended. The majority of these amendments have been minor in nature. However, the single exception being the recent policy and regulatory amendments adopted by Council on July 28, 2008 to encourage the emergence of a vibrant, pedestrian, mixed-use neighbourhood centre in Maillardville. It is now timely to review and update the remainder of the Neighbourhood Plan to ensure that it responds effectively to current and emerging issues and opportunities but also better reflects the aspirations of residents, property owners, businesses and other organizations active in the area.

**Public Consultation:**

***Proposed Public Consultation Program***

A comprehensive, early and ongoing public consultation program has been prepared for the Neighbourhood Plan update. The program includes a variety of approaches and techniques to inform, consult, and involve the public during plan development. The public consultation program has been designed to meet three goals:

- to identify key planning issues that will affect Maillardville over the next twenty years;
- to create opportunities to involve residents, business owners and all other stakeholders in the process within time and resource constraints; and
- to engage citizens in a meaningful dialogue about the future of Maillardville and to incorporate their input during every step of the process.

**Public Consultation cont'd/**

a) Public Advisory Group

A Public Advisory Group (PAG) will be formed that includes a broad representation of interests within the Maillardville area, including residents, property owners, business operators, a representative of the Maillardville Merchant's Association, the development community such as Greater Vancouver Home Builders Association and the Urban Development Institute, seniors, the arts and cultural community, community associations and environmental stakeholders.

The primary purpose and role of the advisory group will be to provide input and a variety of perspectives on this neighbourhood's role and function within the City, and to comment and advise on project deliverables throughout the plan preparation process.

Letters of interest will be solicited from volunteers who would like to participate on the PAG. The request for volunteers will be advertised in the local newspaper, as well as posted at community facilities in the Maillardville neighbourhood. Staff will ask Council to appoint suggested PAG members as part of a future staff report. Terms of Reference for the PAG, which will identify its purpose and role, representation, terms of appointment, and procedures, will be included.

b) Community Workshops/Public Open Houses

Four community workshops or open houses will take place at strategic milestones in the process to obtain public feedback and comment and report progress made to date. In each Phase, the workshops/open houses will permit the public to see the progression of the plan updating process from start-up to completion. Written comments on the plan will be collected at each open house. A summary of each open house including public comments will be forwarded to Council.

c) Education and Communication (Ongoing)

This component of the process is committed to broadening public engagement in the update of the neighbourhood plan and this will be achieved through the use of the following:

- City press releases
- Advertisements in local newspapers
- Direct mail to all residents and property owners
- City's website to include:
  - Staff reports and updates to Council,
  - Maillardville Neighbourhood Plan Public Advisory Group membership and role,
  - Plan update timeline
  - Workshop, tour, and open house meeting dates, presentation boards, surveys and survey findings,
  - Plan update bulletins,

**Public Consultation cont'd/**

- Staff contact information (e.g., e-mail address, telephone number) to allow the public to ask questions and comment on the plan and plan process on an ongoing basis,
- E-mail Notification Network for the public to subscribe in order to receive updates and information on the MNP process.

d) Progress reports to Council

Council will be presented with a series of progress reports at key milestones in the planning process.

e) Liaison with Government Agencies and Authorities

Consideration has also been given to consultation requirements with a number of agencies and authorities. Staff is recommending that the Maillardville Neighbourhood Plan application be referred to Metro Vancouver, TransLink, School District 43, the City of New Westminster, the Ministry of Environment, Fisheries and Oceans Canada and the Provincial Gateway Program.

**Proposed Work Plan:**

***Plan Development Phasing and Schedule***

It is proposed that preparation of the MNP will have four phases, occurring over an 18-month period. At the end of the process, in mid 2010, a draft amended neighbourhood plan will be presented to Council.

**Phase 1: Discovering – Existing Conditions and Assets Assessment – Winter/Spring 2009**

The purpose of this phase is to develop a detailed understanding of the neighbourhood and build relationships with stakeholders and the community. Key tasks include completing background research and organizing site tours, recruiting and appointing Public Advisory Group (PAG) members and holding of the initial PAG meetings, initiating specific external consulting studies, raising awareness of the Plan update process through a public kick-off event, and presenting findings of background research at a Public Open House.

**Phase 2: Visioning – Updating the Vision, Goals and Objectives – Summer/Fall 2009**

This phase is intended to update the vision, goals, and objectives for the neighbourhood, in consultation with the Public Advisory Group (PAG). Key tasks include organizing site tours of relevant housing choices and highway service commercial retail examples in other parts of Metro Vancouver, holding a visioning session with the PAG, and holding a public design charrette/workshop to explore urban design options for the neighbourhood.

**Proposed Work Plan cont'd/**

**Phase 3: Planning – Creating and Evaluating Plan Options – Fall/Winter 2009**

The purpose of this phase is to create an evaluation framework for plan options (based on an updated vision, goals and objectives) in consultation with the Public Advisory Group and further explore/refine plan options developed at the design workshop. Key tasks include consulting with external stakeholders and presenting plan options to the public at an Open House.

**Phase 4: Adoption – Selecting Preferred Option and Final Public Consultation Winter/Spring 2010**

The purpose of this phase is to select a preferred option in consultation with the Public Advisory Group and Council, prepare and conduct a detailed review of policies and schedules, and submit the update MNP by way of a CWOCIP amending bylaw for Council's consideration. Key tasks include a Council Workshop to review options, selection and refinement of a preferred plan, detailed technical and public review of the preferred plan, and the MNP/bylaw adoption process.

***Technical Working Group***

A cross-departmental staff Technical Working Group (TWG) will also be formed for this project to ensure broad corporate goals and objectives are considered during the planning process. The TWG will provide comment and review of deliverables at strategic points.

***Resource Requirements***

The planning process is being lead and coordinated by the Community Planning Division. Specialized professional expertise in urban land economics, urban design and architecture will be retained for specific elements of the project to assist staff in their development of plan options for this update. The funds to support these resources are included within the Planning and Development Department's annual expenditure allocation.

***Maillardville Neighbourhood Social Action Plan***

The Neighbourhood Plan update for Maillardville will include a parallel social action planning process to address neighbourhood social issues. This new approach responds to the need to address critical social issues facing Maillardville. Early discussions with the Maillardville community, particularly through the Task Force for Maillardville's Commercial and Cultural Revitalization, have indicated a number of social issues and needs in the community. The goal of this process will be to work with residents, businesses and community groups to further identify and address social issues, expand on opportunities in the community, and help to build the capacity of the community to address identified concerns. This integrated approach supports the Corporate Strategic Plan goals of strengthening neighbourhoods and building community capacity. The social action plan will be linked with the neighbourhood plan update at key milestones through the neighbourhood plan Technical Working Group and Public Advisory Group and through regular reports to Council.

**Proposed Work Plan cont'd/**

The process will use community forums, focus groups and key stakeholder interviews in order to identify local issues. An analysis of the issues and opportunities arising will be completed. From this analysis, a "community action agenda" will be developed. Interested residents and community members will be invited to join a community advisory group which will be expected to work on an ongoing basis to implement the community action agenda. Professional consulting resources will be retained to undertake the initial community engagement, and social planning staff will continue to coordinate staff support for the community advisory group on an ongoing basis. The approach is based on a similar neighbourhood social planning process currently being undertaken by the City of Vancouver for the Mount Pleasant neighbourhood. Background research for the social action plan will begin this spring.

**Conclusion:**

The purpose of this report is to provide Council with an outline of the recommended public consultation and engagement elements for the development of the Maillardville Neighbourhood Plan to satisfy *Local Government Act* Section 879 consultation requirements and to delineate a proposed work plan and schedule. The *LGA* defines the scope of what Council is required to consider with respect to public consultation for an OCP amendment. Accordingly, staff has developed a comprehensive and ongoing approach to respond to these statutory requirements.

The Maillardville Neighbourhood Plan will be the first comprehensive update to the neighbourhood plan for this area in roughly 20 years. The neighbourhood planning process will integrate a parallel social planning component. It is intended to articulate the neighbourhood's vision for future land use and other infrastructure and servicing decisions by identifying goals, objectives, and policies. The process of developing the plan will focus on addressing the many growth and change pressures and related issues that are and/or will occur in the Maillardville neighbourhood.



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RN/ch

The report was prepared by Russell Nelson, Community Planner and reviewed by Lynn Guilbault, Senior Planner and Rob Innes, Manager of Community Planning.