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To: City Manager

From: General Manager Planning and Development

Subject: **Maillardville Neighbourhood Plan (MNP) Update Process –  
Proposed Public Advisory Group Members**

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

**Recommendation:**

That Council appoint the persons/groups identified in Attachment 1 of this report to serve on the Maillardville Neighbourhood Plan Update Public Advisory Group.

**Executive Summary:**

On February 16, 2009 Council authorized a comprehensive public consultation process related to the MNP process. This report seeks Council's authorization for appointments to the Public Advisory Group (PAG) for the Maillardville Neighbourhood Plan (MNP). As directed by Council, staff propose to invite members for the PAG from existing groups and organizations in the community that represent a variety of interests and request their input to the update of the MNP. The proposed PAG is consistent with this approved consultation process.

The proposed MNP update process addresses the strategic corporate objectives of working to strengthen neighbourhoods and building community capacity through a comprehensive citizen and neighbourhood engagement process.

**Background:**

The existing Neighbourhood Plan for Maillardville 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 MNP 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 Advisory Group:**

PWS

**Public Advisory Group:**

An important component of the MNP process is the involvement of a community-based PAG that will be formed and include a broad representation of interests within the Maillardville area. Advertisements in the local newspaper (late March early April 2009) and on the City's webpage invited applications for membership on the PAG. As directed by Council, staff have identified most of the members for the PAG from existing groups and organizations in the community that represent a variety of interests. Staff recommend that the persons/groups listed in Attachment 1 be appointed to the Maillardville PAG.

The primary purpose and role of this group will be to provide active input and assist in the development of a vision for the MNP area and to comment and advise on project deliverables throughout the plan update process, including a discussion of neighbourhood social well-being. The Terms of Reference for the PAG, which identify the purpose and role, representation, terms of appointment and procedures is included as Attachment 2.

**Conclusion:**

This update of the MNP will be the first comprehensive update for this area in roughly twenty years and will integrate a parallel social planning component. A comprehensive public consultation process has been developed for this update process and the proposed PAG will play an important role in this process.



J.L. McIntyre, MCIP

RN/lmc

**Attachments:**

1. MNP PAG Member List (Doc#773406)
2. MNP PAG Terms of Reference (Doc#765464v2)

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

**ATTACHMENT 1****MAILLARDVILLE NEIGHBOURHOOD PLAN  
PUBLIC ADVISORY GROUP MEMBER LIST**

Place des Arts	Adam Knipfel
Our Lady of Fatima School	Diane Johnston
Maillardville Residents' Association	Barbara Hobson
Greater Vancouver Home Builders' Association	Peter E. Simpson or Appointment
IKEA Coquitlam	To be determined
Urban Development Institute	Blaire Chisholm
Fraser Health Authority	Denise Fargey
Ministry of Children and Family Development	Susan Foster
Place Maillardville Community Centre	Margaret Reibin
Maillard Middle School	Andrew Graham
Alderson Elementary School	John Goheen
Archdiocese of Vancouver	Francis Wong or Appointment
Maillardville Merchants Association	Gordon Cartwright
Societe Maillardville Uni	Johanne Dumas
Resident	Margarita Nidolaeva Boatter
Resident	Cynthia Benner
Resident	Terrence Geernaert

**MAILLARDVILLE NEIGHBOURHOOD PLAN**  
**Public Advisory Group**  
**Terms of Reference**

The development of the MNP will be completed through a comprehensive public consultation process and in partnership with a community-based Public Advisory Group.

**Purpose and Role:**

- Serve as representatives of Maillardville Area and those who are frequent visitors to the neighbourhood.
- Represent the needs of all users and residents who frequent or live in Maillardville Area now and in the future.
- Review, comment and advise on project deliverables over the course of the development of the MNP work program.
- Provide input and perspective on Maillardville Area role and function within the region, sub-region (Tri-Cities area), City and local community.

**Representation:**

The Public Advisory Group shall reflect the diversity of interests encompassing the Maillardville Neighbourhood area and be comprised of stakeholders representing the following groups:

- Residents at large within the Maillardville Neighbourhood Study Area;
- Property Owners;
- Merchants Association and other Business Interests;
- Greater Vancouver Homebuilders Association;
- Urban Development Institute;
- Environmental Stewardship Groups;
- Fraser Health Authority;
- Arts and Cultural Community;
- Ministry of Children and Family Development

The members representing each of these groups will be recommended to and appointed by Council.

**Meeting Dates and Times:**

- Public Advisory Group meetings will take place up to six (6) times during the course of the development of the MNP period of approximately twelve (12) months.
- Meeting dates and times of the Public Advisory Group will be confirmed at the “start-up meeting” and modified as necessary during the process.

**Terms of Appointment:**

- Term of membership on the Public Advisory Group will coincide with the length of the MNP work program time period.
- If a member of the Public Advisory Group is required to stand down, a new member representing the same stakeholder group will be recommended to and appointed by Council.

**Frequency and Method of Input:**

The Public Advisory Group will give input into the MNP process at the following key points:

- Introductory/Background start-up meeting;
- Review baseline conditions and asset assessment;
- Review draft challenges, choices and opportunities;
- Review draft community values and vision;
- Review proposed policies.

**Procedures:**

- Meetings will be facilitated by City of Coquitlam staff.
- Meeting notes for each meeting will be recorded by City staff and will be available on the City’s website or by request.
- Input from the Public Advisory Group will be made available to Council who has final authority on Citywide Official Community Plan Bylaw amendments. While efforts will be made to reach agreement on and resolution of issues that are raised throughout the process, differing positions/perspectives between Public Advisory Group and staff will be recognized and respected.