

Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	DECEMBER 10, 2018 - REGULAR AFTERNOON MEETING	REPORT:	18-162
FROM:	COMMUNITY DEVELOPMENT DIVISION	FILE:	LRP00014
SUBJECT:	BOOTH, FERNRIDGE AND RINN NEIGHBOURHOOD PLANS TERMS OF REFERENCE		

RECOMMENDATION:

That Council endorse the Project and the Neighbourhood Team Terms of Reference for neighbourhood planning in the Booth, Fernridge and Rinn areas of the Brookwood-Fernridge Community Plan, substantially in the form outlined in Attachments A and B.

EXECUTIVE SUMMARY:

On October 23, 2017, Council adopted the Brookwood-Fernridge Community Plan and directed staff to commence the preparation of neighbourhood plans (NPs) for Booth, Fernridge and Rinn.

Draft Project Terms of Reference have been prepared for the NP areas (Attachment A) for Council consideration of endorsement. They define the project goals, scope, public and stakeholder engagement approach, work plan and key deliverables, anticipating a single, concurrent planning process for all three NPs. The planning process is expected to consist of three phases of technical, analytical, and consultation work. Public engagement, which will provide multiple opportunities for community input, will commence in early 2019. The preparation of three NPs is estimated to take between approximately 18 to 24 months, depending on the public engagement process.

A Neighbourhood Planning Team (NPT) is recommended for the concurrent planning process for all three neighbourhoods. Draft Terms of Reference for the NPT are provided in Attachment B for Council consideration of endorsement. Membership on this volunteer NPT would include property owners and residents from each neighbourhood and community-at-large members to represent broader interests such as those related to seniors, youth, business, environment and not-for-profit groups.

Consultants with expertise in neighbourhood planning, urban design, public engagement and land economics will be retained to assist in the development of the NPs. On October 23, 2017, Council approved \$500,000 as part of the 2018 budget for the three NPs. No additional funding is requested at this time for the project, including the cost of consultants. Similar to other neighbourhoods, a Planning Administration Fee will be set up to recover the cost of neighbourhood planning from future development proponents. The applicable fee will be calculated and incorporated into the respective NPs to offset the initial planning costs.

PURPOSE:

To obtain Council approval of (a) the Project Terms of Reference for neighbourhood planning for Booth, Fernridge and Rinn; and (b) the formation of a Neighbourhood Planning Team.

BACKGROUND/HISTORY:

The Township of Langley Official Community Plan (OCP) sets out broad objectives and policies to guide overall growth and change in the municipality. The OCP designates Brookwood-Fernridge as an “Urban” area. A Community Plan (CP) for Brookwood-Fernridge was updated and adopted by Council on October 23, 2017, following an extensive consultation process, that included property owners and residents, community stakeholders and the general public.

The Brookwood-Fernridge Community Plan (BFCP) outlines a framework for decision making and direction over future development through a vision, guiding principles and policies, including general land use, conceptual transportation and utility servicing plans, implementation considerations and development permit guidelines. It also provides policy guidance for neighbourhood structure, park, open space and community amenities, and environment and conservation, and directs the preparation of more detailed NPs in advance of development.

At the same time as the adoption of the BFCP, Council directed staff to commence the preparation of three neighbourhood plans (NPs) in Booth, Fernridge and Rinn. Since then, staff have been conducting “pre-planning” work, including, but not limited to, initiating an environmental assessment and an engineering services assessment, with assistance from an external consulting team led by Urban Systems.

The environmental assessment, as outlined in Policy 9.1.4 in the BFCP, is one of the first steps in a planning process. The environmental assessment will provide a robust baseline in identifying environmental assets and opportunities for establishing policies and guidelines for environmental or green infrastructure network, urban forestry and other ecosystem features.

The engineering services assessment, as outlined in Policy 9.1.3 in the BFCP, is also an important step. It will contribute to the preparation of detailed technical information for providing road, drainage, water and sanitary sewer services as well as associated policies and guidelines for each of NP areas.

DISCUSSION/ANALYSIS:

Project Terms of Reference

Draft Project Terms of Reference (ToR) have been prepared for the NP areas (see Attachment A). The purpose of the ToR is to provide a clear understanding of:

- the neighbourhood planning areas;
- the project principles and scope, including key work elements;
- the work program and deliverables; and
- the public engagement program.

Neighbourhood Planning Areas

The ToR would apply to the preparation of neighbourhood plans for Booth, Fernridge and Rinn. The plan areas are similar to those delineated in Map 10 of the BFCP, with the one exception related to the Rinn neighbourhood (see Figure 1 below).

The BFCP outlines a Centres Strategy (see Section 3.1.2 of the BFCP) to offer a mix of commercial, employment, residential and recreational amenities that support the daily needs of residents and workers, accommodate a variety of transportation systems, public spaces and green infrastructure, and serve as important community gathering places.

Abutting the Rinn neighbourhood is a row of commercially zoned properties (located south of the George Preston Recreation Centre, west of 208 Street, between 40 and 42 Avenue). These properties could become part of the Neighbourhood Centre for Rinn and surrounding residential and recreation areas and provide space for local-servicing commercial and other service-oriented activities.

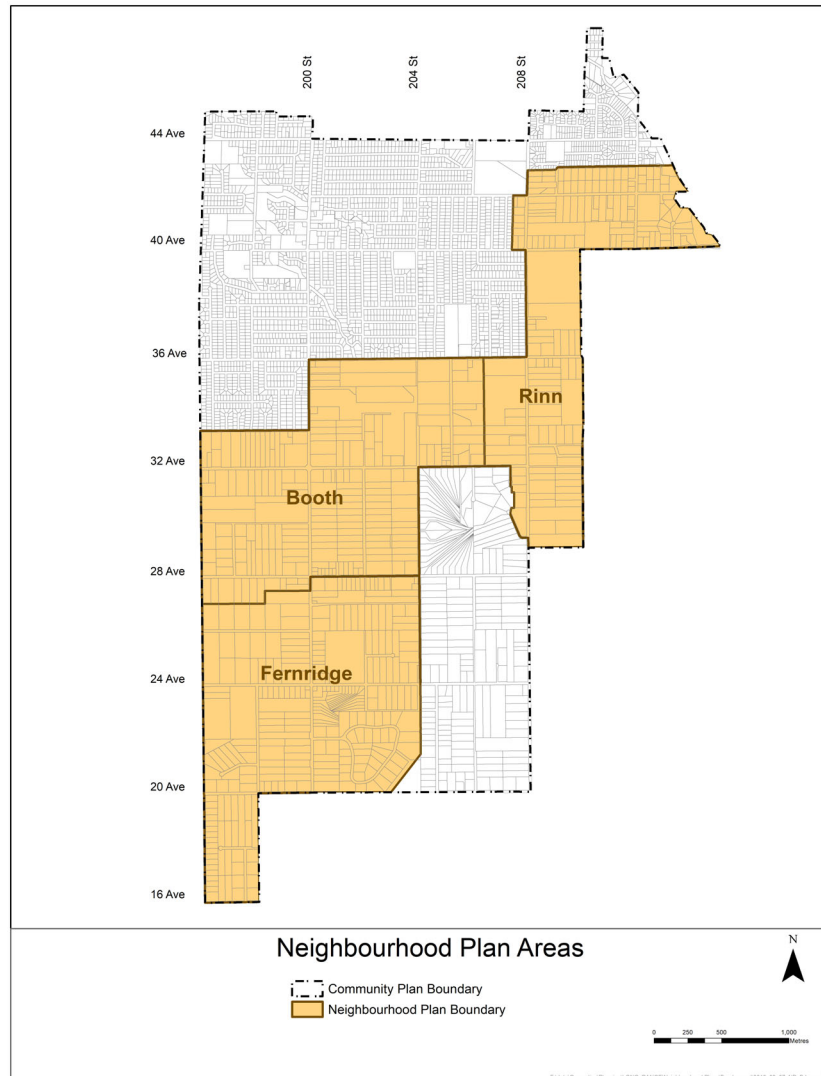


Figure 1 – Neighbourhood Plan Areas: Brookwood-Fernridge Community

The ToR propose a boundary change for Rinn to include these commercially zoned properties. The proposed boundary change would provide an opportunity to establish policies for:

- spatial and land use integration between the Rinn Neighbourhood Centre and the surrounding “developed” areas to the north and west;
- urban design improvements that support walkable neighbourhoods; and
- infrastructure integration, transportation network improvements and other technical aspects along 208 Street.

Project Principles

The following Project Principles would guide the neighbourhood planning process and the preparation of the project deliverables for the NPs.

1. **Policy Context Alignment:** Establish objectives and planning policies for each of the NP areas to guide the development of liveable neighbourhoods that balance the values, perspectives and character with its responsibility as part of the Brookwood-Fernridge community, the Township and the Region. The NPs and the associated policies will align and be consistent with the broader policy context, including the BFCP (particularly land use), and Township strategies, policies and other initiatives, while enabling distinctive and creative responses to the issues based on the unique characteristics and conditions of the neighbourhood.
2. **Comprehensive Engagement:** Communicate, involve and engage, through a variety of means, residents, property owners, business operators, non-profits and community service groups, development industry representatives, other levels of government and the broader public in the rural surrounds to participate in creating and reviewing the plans. Ensure that the opinions of those within the neighbourhood areas and those in the wider community and rural surrounds are sought.
3. **Public Reporting:** Provide documentation throughout the neighbourhood planning process in order to communicate with the general public and establish project transparency. The presentation of information will be developed with user-friendly language and supportive illustrations. The scope of the plan will be clearly identified. Council and the community will be updated throughout the planning process by print and digital methods.

Project Scope

The planning process for the NPs would provide the opportunity to detail all land use, master planning and urban design components, and other policy elements to facilitate the development of livable and connected neighbourhoods. The project would result in key deliverables including the NPs themselves and associated outputs such as rezoning amenity policies. The key scope of work would include elements such as:

- Environmental and engineering services assessment
- Community and Neighbourhood Centres master planning and urban design
- Neighbourhood design patterns in areas beyond the Centres
- Residential cluster development
- Road, cycling and pedestrian networks
- New house design
- Urban/ALR edge planning
- Community amenity policy
- Park, open space (including urban forestry and urban wildlife management) and conservation areas
- Implementation and phasing

Work Program and Deliverables

The work program would include assembling, analyzing and presenting background information, identifying, developing and presenting ideas, opportunities and choices, and proposing detailed land use, policy and design guidelines and other implementation measures for the neighbourhood areas.

The three-phase planning process, as illustrated in Figure 2 below, would involve developing an on-going and shared understanding of neighbourhood values and key issues, developing a set of plan objectives for each of the neighbourhood, preparing land use refinements and corresponding policies. Each phase of the work plan concludes with a Council update, summarizing the events and results, including the consultation outcomes. The planning process would commence in early 2019 for the public engagement portion of the project, and is scheduled for completion in approximately 18 to 24 months, depending on the level of community interest in public engagement.

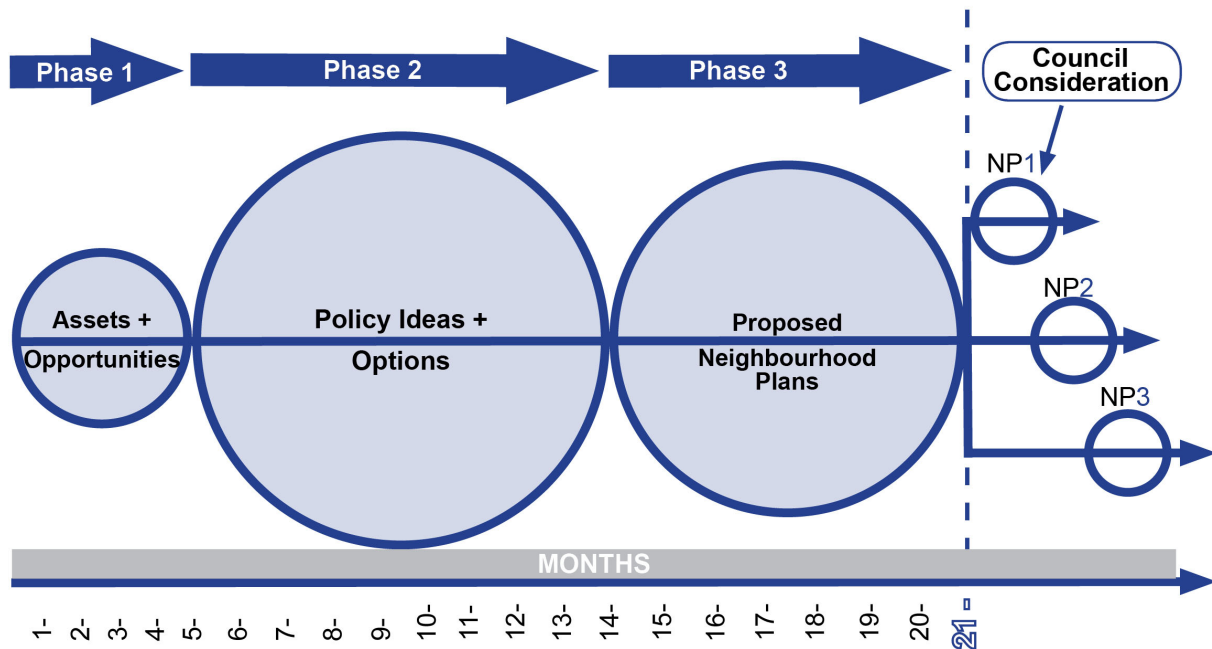


Figure 2 – Neighbourhood Plans Work Program

In terms of deliverables, there would be three (3) neighbourhood plans, and associated greenway amenity policies and engineering servicing plans.

Public Engagement Program

A comprehensive public engagement program will be critical to the preparation of NPs. The public engagement program has four primary goals, consistent with the Public Engagement Strategy for Planning and Development and Council OCP Consultation Policy 07-621, as follows:

1. Involve as many individuals as possible within time and resource parameters;
2. Engage property owners and residents in a dialogue and incorporate their input into the process;
3. Provide a variety of ways for property owners and residents to participate in creating and reviewing policy ideas; and
4. Ensure that Council, before making decisions, is made aware of the range of opinions/viewpoints, technical material, and any other necessary information.

To realize these goals, a multi-pronged engagement approach would be applied to the NP process and would include consultation with the general public, Township advisory committees, and external agencies. These stakeholder groups are defined in the ToR in Attachment A.

Neighbourhood Planning Team

A Neighbourhood Planning Team (NPT) is recommended for the neighbourhood planning process, based on the value and effectiveness of a resident advisory team during the BFCP process in 2016 and 2017. To represent a broad range of community and neighbourhood scale interests, membership for this volunteer NPT would consist of a maximum of nine (9) members. The NPT will include representation from each of the three neighbourhood plan areas and as well as key stakeholders and community organizations. The Terms of Reference for the NPT are provided in Attachment B. Staff would assist in the NPT recruitment process through an expression of interest. Council would review and select membership on the NPT.

Financial Implications

The total cost of preparing the three NPs is estimated at approximately \$700,000, based on the Project ToR and the following breakdown:

Environmental Assessment and Engineering Services Plan (*see note below)	\$400,000
Neighbourhood Planning (including land use planning, urban design, public engagement and land economics, as well as incidentals such as room rentals, advertising and supplies) @ \$100,000 each	\$300,000
Total Cost	\$700,000

* As part of “pre-planning” work, Urban Systems has been engaged to undertake an Environmental Assessment and an Engineering Servicing Plan primarily for Booth, Fernridge and Rinn neighbourhood plan areas in the short term and in consideration of the relationship with the Glenwood neighbourhood plan area in the medium term.

On October 23, 2017, Council pre-approved \$500,000 in the 2018 Budget for the three NPs. In addition, budget for neighbourhood planning work has been allocated to the three NPs. Accordingly, no additional funding is requested for the project.

Similar to other neighbourhoods in the Township, a Planning Administration Fee will be set up to recover the cost of neighbourhood planning from future development proponents. The applicable fee will be calculated and incorporated into the Booth, Fernridge and Rinn NPs to offset the initial administration and preparation costs.

Respectfully submitted,

Russell Nelson
 SENIOR LONG RANGE PLANNER
 for
 COMMUNITY DEVELOPMENT DIVISION

ATTACHMENT A Project Terms of Reference for Booth, Fernridge and Rinn Neighbourhood Plans

ATTACHMENT B Neighbourhood Planning Team (NPT) Terms of Reference

Booth, Fernridge and Rinn Neighbourhood Plans

PROJECT TERMS OF REFERENCE

December 10, 2018

1.0 INTRODUCTION

1.1 Purpose of a Neighbourhood Plan

A neighbourhood plan is a policy document to guide change and development in a neighbourhood. The Booth, Fernridge, and Rinn Neighbourhood Plans will outline goals for each of the three (3) neighbourhood areas, with more detailed policy guidance for specific sub-areas, issues or initiatives within.

All three neighbourhood plans will be prepared based on broader objectives established for the entire municipality and the Brookwood-Fernridge community, and at the regional and provincial levels. While issues, opportunities, and areas of focus will vary from one neighbourhood to the other, all neighbourhood plans will look at some or all of the following policy areas: urban design, sustainability, transportation, housing, municipal infrastructure and utilities, parks and open space, community and neighbourhood facilities and services, social policy, local economy, heritage, culture, the environment and public safety. Land use, from the perspective of the type and form of development, has been defined in the Brookwood-Fernridge Community Plan. A density “range” was provided for most land uses, including residential designations. The neighbourhood plans provide an opportunity to fine tune these density provisions, while staying within the parameters as outlined in the Community Plan policy (e.g., not-to-exceed maximum density provided by land use type; not-to-exceed the approximate build-out populations of individual neighbourhoods).

The preparation of these neighbourhood plans reflect past practice and learning from other neighbourhood plan processes in the Township of Langley, the broader region and beyond, yet tailored and updated to respond to the distinct context in Brookwood-Fernridge. The preparation of these neighbourhood plans to provide a local response to some of the major challenges facing the community, the municipality, and the region, including:

- Reducing greenhouse gas emissions;
- Land use and block patterns and street network and design that support walkable neighbourhoods and transit oriented development;
- Rising prices for housing and limited housing choices;
- Building healthy communities and neighbourhoods;
- Responding to demographic changes, including increasing diversity and an aging population;

- Changing service needs and high demand for community amenities with limited municipal resources to respond to the demand;
- Integrating new neighbourhoods and development into an existing community and adjacent, mature neighbourhoods;
- Providing enhanced and creative ways to connect with residents and property and business owners to ensure broader participation, both for plan preparation and implementation; and
- Preparing three neighbourhood plans in a timely and efficient manner.

1.2 Purpose of This Document

The purpose of this Terms of Reference is to sufficiently delineate project governing of the three neighbourhood planning processes for Booth, Fernridge and Rinn. The goal is to provide a clear understanding of the principles guiding the planning work for each of the three neighbourhood planning areas, and the processes that will be followed to create the neighbourhood plans and the key products and associated content. This Terms of Reference document highlights policy themes and engagement tools that will be considered and applied through the plan processes. Additional details regarding public engagement events and specific considerations and documentation for planning themes and/or topics. These will be provided throughout the processes.

2.0 BACKGROUND

On October 23, 2017, Council adopted the Brookwood-Fernridge Community Plan, which replaced the previous 1987 community plan. The update process and resulting new Community Plan focused on the south and east portions of the Brookwood-Fernridge area – the “Undeveloped Areas” – in terms of land use, as are the subsequent neighbourhood plans. The new Community Plan envisions a range of housing densities in the four neighbourhood areas, that are supported by community and neighbourhood, mixed-use commercial centres located near the intersections of 40 Avenue and 208 Street, 32 Avenue and 200 Street, and 24 Avenue and 200 Street. The Community Plan also generally delineates areas for park and open spaces, conservation areas, schools, trails and urban greenways. The plans for the neighbourhoods will result in the preparation of more detailed land use plans that will include policies and guidelines on land uses (as defined in the Brookwood-Fernridge Community Plan), neighbourhood design, servicing and financing as well as strategies to secure school sites, park areas, tree canopy cover, stormwater detention facilities and measures to fund community amenities.

3.0 GEOGRAPHY

The neighbourhood plan areas of Booth, Rinn, Fernridge and Glenwood are shown in Figure 1, in the context of the overall Brookwood-Fernridge area. The neighbourhood plan areas includes approximately 876 hectares (2,164 acres) of land. Booth accounts for 270 hectares (668 acres; see Figure 2), Fernridge includes 276 hectares (681 acres; see Figure 3) and Rinn consists of 196 hectares (485 acres; see Figure 4); resulting in a total area of roughly 742 hectares (1,834 acres). A fourth neighbourhood, Glenwood, comprises 134 hectares (330 acres); Council direction for the preparation of neighbourhood plans did not include Glenwood. The neighbourhood areas are currently characterized by relatively rural and semi-rural ambiance and contain large lots ranging from half a hectare to about 10 hectares in size. All neighbourhood areas are designated as “Urban” in the Township of Langley Official Community Plan and are not located within the Agricultural Land Reserve. The neighbourhood areas are within the Greater Vancouver Sewerage and Drainage District’s Fraser Sewerage Area. Slopes in the area are typically gentle but in certain areas along 208 Street corridor in the Rinn neighbourhood area, they are somewhat steeper.

The lands within the neighbourhood areas are generally characterized by a mix of rural properties, some with second-growth forests, contained in several forest blocks and along mature, tree-lined rural streets. The area is primarily serviced by on-site septic systems, municipal water service and some private wells. The Little Campbell River, Anderson Creek and Murray Creek traverse through these four (4) neighbourhood areas, and include red-coded, orange-coded and yellow-coded watercourses and related tributaries, as well as associated watersheds.

**Figure 1 – Neighbourhood Plan Areas
Brookwood-Fernridge Community**

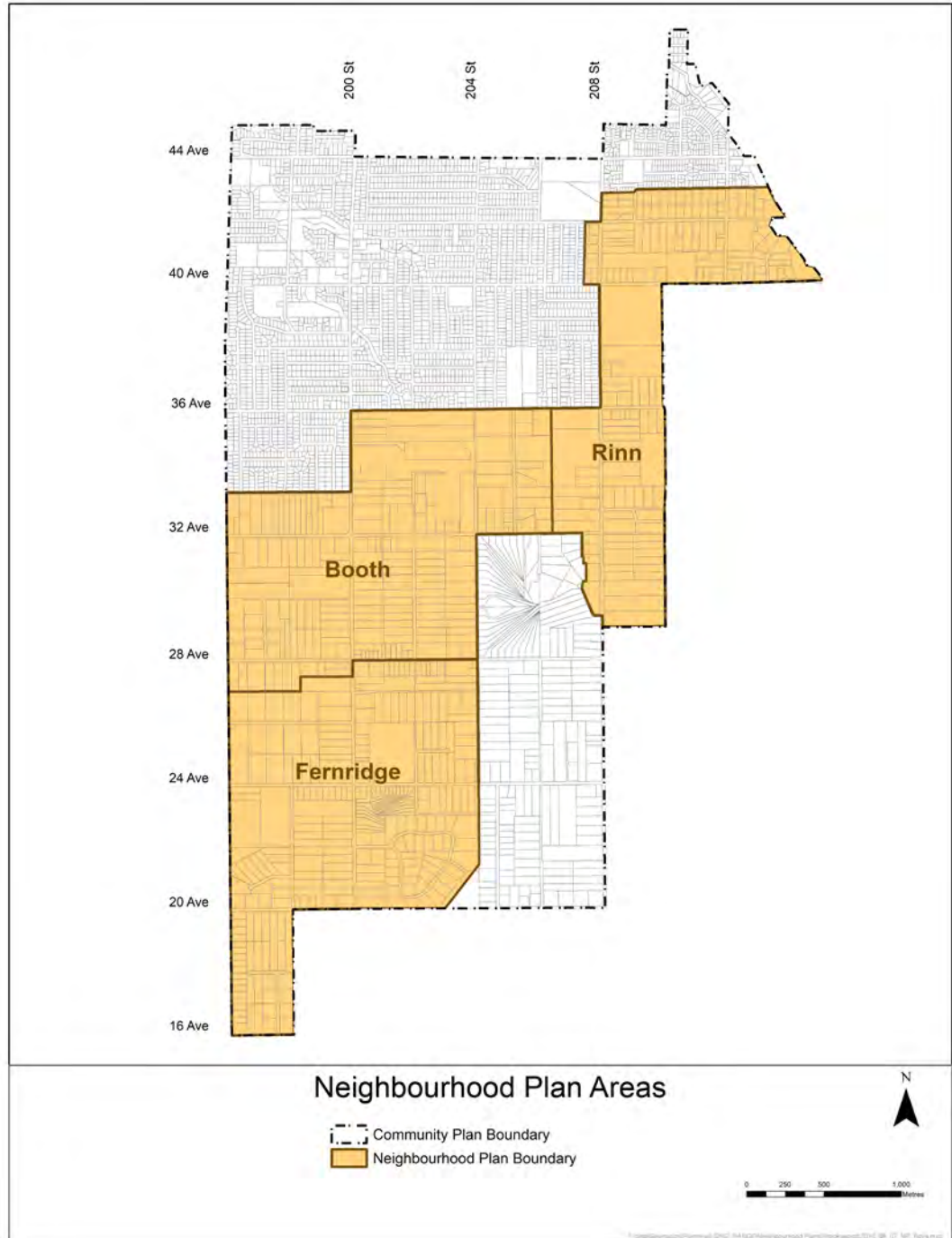
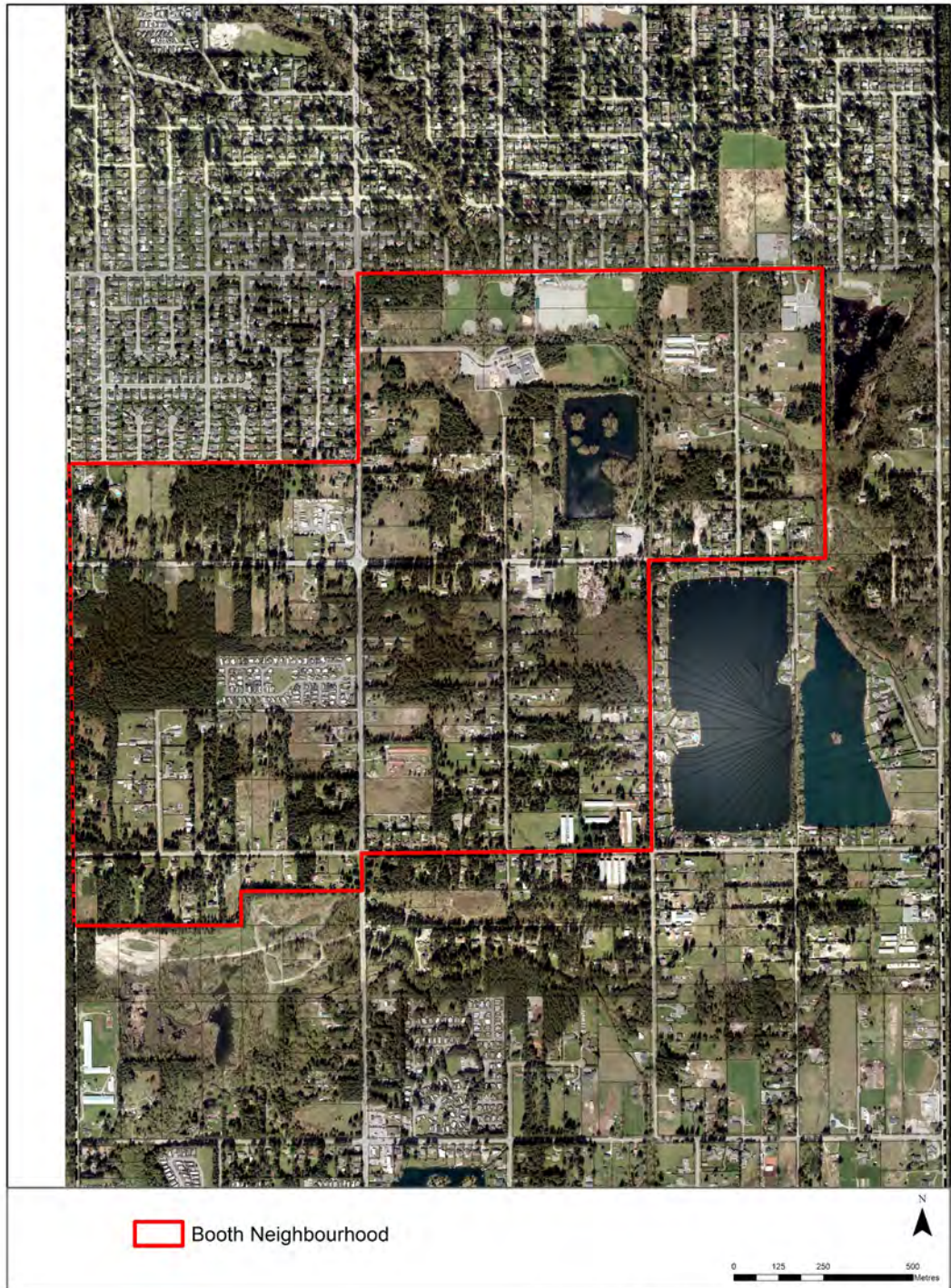


Figure 2 – Booth Neighbourhood Plan Area



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Figure 3 – Fernridge Neighbourhood Plan Area

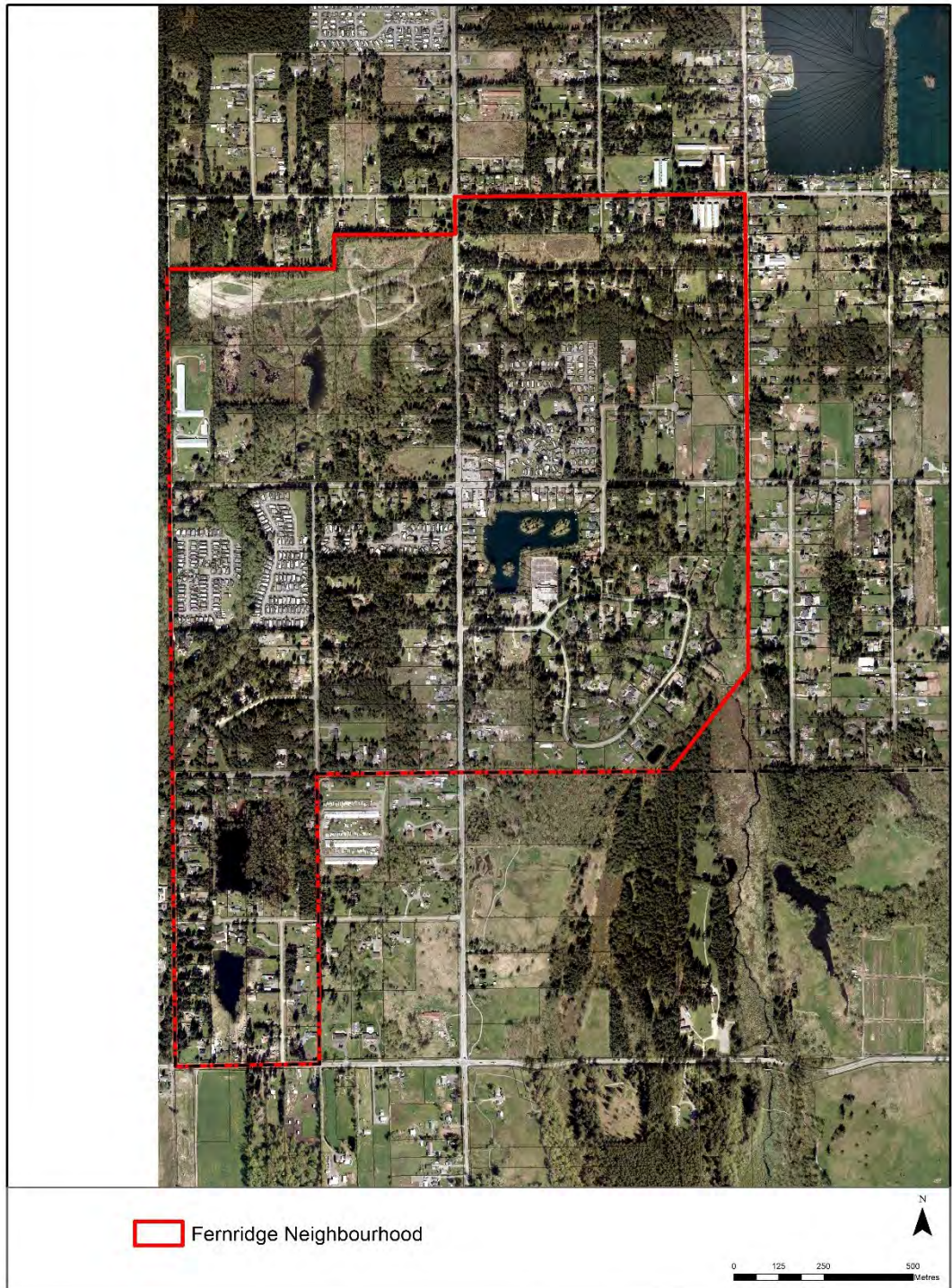
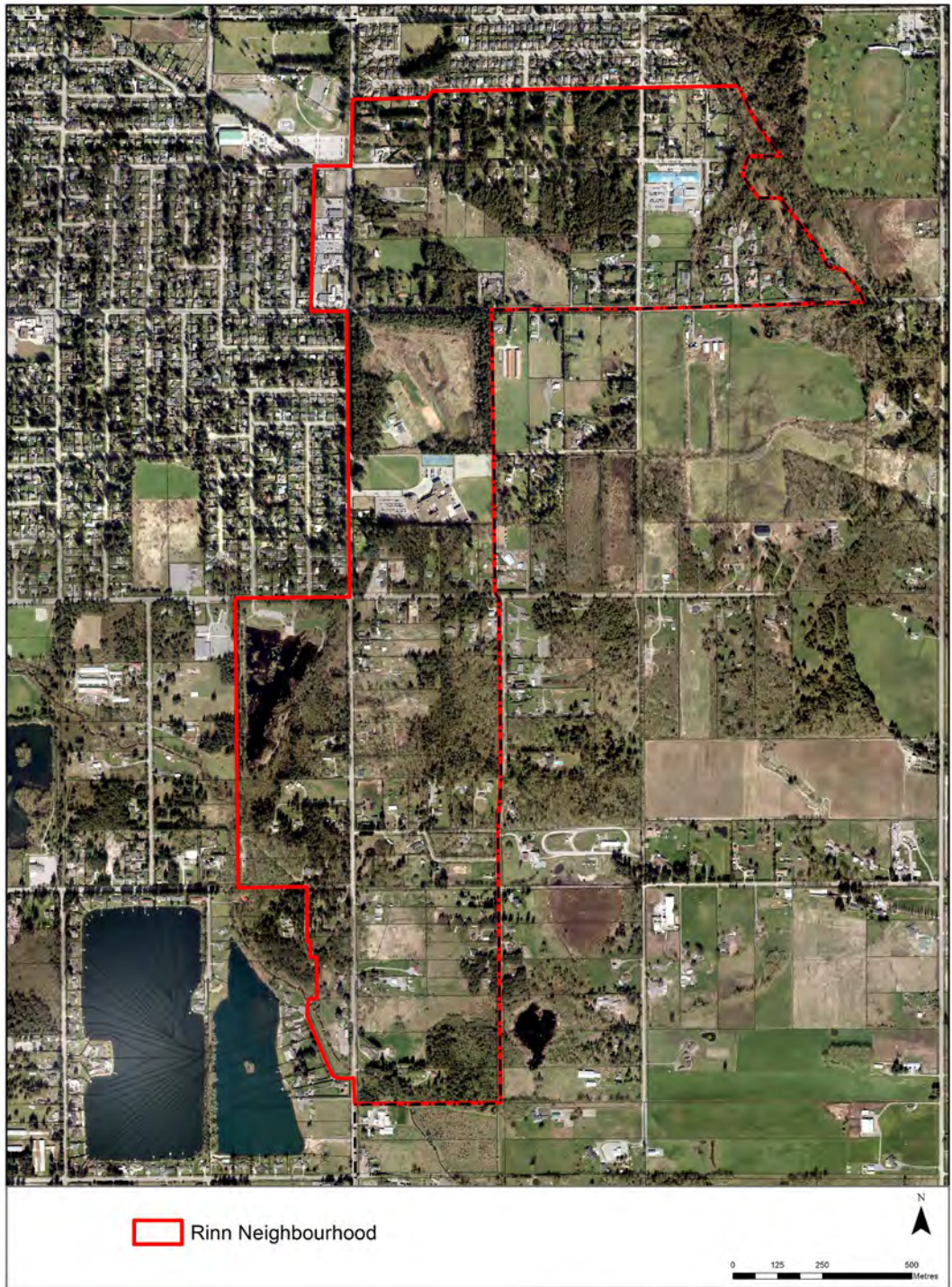


Figure 4 – Rinn Neighbourhood Plan Area



4.0 NEIGHBOURHOOD PLANS POLICY CONTEXT

The Brookwood-Fernridge Community Plan provides a framework and approach to land use and other related policies for the area and requires neighbourhood plans to be prepared within this policy context. However, there are plans and policies that shall be considered during the preparation of the Booth, Fernridge and Rinn neighbourhood areas, including::

Regional Growth Strategy: In 2011, the Greater Vancouver Regional District Board adopted the Metro Vancouver Regional Growth Strategy (RGS). The Brookwood-Fernridge area is designated “General Urban,” with the exception of two (2) lots at the northeast corner of Community Plan area, which are designated “Agricultural” and located within a Special Study Area.

Sustainability Charter: In 2008, Township Council adopted a vision to build a legacy for future generations by leading and committing the community to a lifestyle that is socially, culturally, economically and environmentally balanced. The Sustainability Charter sets out a series of social/cultural, economic and environmental goals.

Climate Action Charter: In 2008, Council became a signatory local government to the province’s Climate Action Charter committing to creating complete, compact, energy efficient neighbourhoods that are less reliant on the automobile.

Township of Langley Official Community Plan: In 2016, Council adopted an updated Official Community Plan (OCP), which provides a long-term vision for sustainable growth and development. The OCP contains a number of objectives and policies related to the designing and building of complete communities and neighbourhoods.

Housing Action Plan: In 2013, Township Council endorsed the Housing Action Plan to guide decision-making related to market and non-market housing. There are four key components to the Housing Action Plan, set out as a series of objectives, each with short, medium and long-term actions by the Township of Langley.

Age-friendly Strategy: In 2014, Township Council approved the Age-friendly Strategy to help the Township meet the needs of its older residents, while providing a physical and social environment that works for all ages.

Manufactured Home Park Redevelopment Policy: In 2015, Township Council updated the Manufactured Home Park Redevelopment Policy. The Policy states, among other items, that community plans must consider the need for manufactured home parks as a residential land use.

Environmental Assessment: In 2018, the Township commenced a Brookwood-Fernridge environmental assessment. The environmental assessment, as outlined in Policy 9.1.4 in the Brookwood-Fernridge Community Plan, is one of the first steps in a planning process leading to the development of neighbourhood plans. The environmental assessment will determine conservation opportunities, including aquatic and terrestrial habitat assessments (i.e., streams and riparian areas), a *Wildlife Act* Section 34(b) wildlife survey, Federally and Provincial listed species at-risk suitability mapping, as well as the identification of environmentally sensitive areas such as rare vegetation types, marshes, wetlands and critical wildlife patches, sites and corridors.

Watercourse Protection and Fish Habitat Enhancement Plan: In 2009, the Township presented this plan to Fisheries and Oceans Canada, with updated information and mapping to include an expanded planning area. The plan is consistent with Federal fish habitat law and policy. The proposed protected corridors and significant net gains of fish habitat determined in advance of development are considered best practices for habitat stewardship.

Anderson Creek Terrain Stability and Channel Morphology Assessments, 2006; Anderson Creek Geotechnical Review, 2012; and Anderson Creek Slope Stability Assessment, 2016: Due to erosion concerns and bank instability, the Township initiated a geotechnical study of lands adjacent to Anderson Creek. The study is revisited from time to time and an updated report is produced. The study area is limited to Anderson Creek mainstem (including north and west branches) north of 36 Avenue, which is within the Brookwood-Fernridge Community Plan area. The 2006 report and 2012 and 2016 updates contain site specific and general recommendations for mitigating potential slope instability that could result from future development.

Anderson Creek Integrated Stormwater Management Plan: In 2014, an Integrated Stormwater Management Plan (ISMP) was completed by the Township of Langley and the City of Surrey to provide direction on preserving and improving the overall health of the Anderson Creek watershed while balancing and integrating the requirements of land use planning, stormwater engineering, flood and erosion protection, and environmental protection. Approximately 835 ha (2,063 ac) of the Brookwood-Fernridge area is located within the Anderson Creek watershed.

Fernridge Integrated Stormwater Management Plan: In 2014, an Integrated Stormwater Management Plan (ISMP) was completed by the Township of Langley to provide direction on preserving and improving the overall health of the Little Campbell River watershed within the Fernridge Study Area while balancing and integrating the requirements of land use planning, stormwater engineering, flood and erosion protection, and environmental protection. Approximately 506

ha (1,250 ac) of the Brookwood-Fernridge area is located within the Little Campbell River watershed.

Water Management Plan: In 2009, Council adopted a Water Management Plan that provides a series of recommendations to better protect aquifers in the Township from overuse and contamination. Nearly all of Brookwood-Fernridge is located above the Brookwood Aquifer.

Master Transportation Plan: In 2009, Council adopted a Master Transportation Plan that guides the orderly long term development of the Township's transportation system in an effective and economical manner that accommodates future population and employment growth and change for different modes of travel such as vehicles, commercial trucks and transit, as well as active modes such as walking and cycling.

5.0 PROJECT PRINCIPLES

The following Project Principles will guide the neighbourhood planning process and the preparation of the project deliverables for the three neighbourhood plans:

1. **Policy Context Alignment:** Establish objectives and planning policies for each of the neighbourhood plan areas to guide the development of liveable neighbourhoods that balance the values, perspectives and character of each neighbourhood with its responsibility as part of the Brookwood-Fernridge community, the Township and the Region. The neighbourhood plans and the associated policies will align and be consistent with the broader policy context of the Regional Growth Strategy, the Sustainability Charter, the Official Community Plan, the Brookwood-Fernridge Community Plan (particularly land use), and Township strategies, policies and other initiatives, while enabling distinctive and creative responses to the issues based on the unique characteristics and conditions of the neighbourhood or where competing goals and policies exist. Planning policy for the three neighbourhood plans should provide a "balanced" outcome that is both realistic and practical, as well as aspirational, visionary and implementable.
2. **Comprehensive Engagement:** Communicate, involve and engage, through a variety of means, residents, property owners, business operators, non-profits and community service groups, building and development industry representatives, other levels of government and the broader public in the rural surrounds to participate in creating and reviewing plan update proposals. Ensure that the opinions of those within the boundaries of the neighbourhood areas and those in the wider Brookwood-Fernridge community and rural surrounds are sought.

3. **Public Reporting:** Provide documentation throughout the neighbourhood planning process in order to communicate with the general public and establish project transparency. The presentation of information throughout the planning process and final products will be developed with user-friendly language, supportive illustrations and graphics. The scope of the plan, the key decision-points, and the role of all participants will be clearly identified. Council and the community will be updated throughout the planning process by a variety of public reporting methods, both print and digital.

6.0 KEY SCOPE OF WORK ELEMENTS

The neighbourhood planning project for the Booth, Fernridge and Rinn Neighbourhood Plans will result in key deliverables including the Plans themselves and associated outputs described and suggested in the following sections. There are several key scope of work elements that will contribute to and assist in the preparation of the three neighbourhood plans. Policy ideas that emerge from these scope of work elements will be guided by the Project Planning Team and will require participation by the public, staff from other departments/divisions and consultants with particular specialty knowledge. The key scope of work elements for the three neighbourhood plan processes include the following:

6.1 Environmental Assessment:

The environmental assessment, as outlined in Policy 9.1.4 in the Brookwood-Fernridge Community Plan, is one of the first steps in a planning process leading to the development of neighbourhood plans. The environmental assessment will determine environmental conservation opportunities and assets that will contribute to establishing environmental or green infrastructure network policies and the development of urban forestry and other ecosystem management policies and guidelines.

6.2 Engineering Services Assessment:

The engineering services assessment, as outlined in Policy 9.1.3 in the Brookwood-Fernridge Community Plan, is an important step in a planning process leading to the development of neighbourhood plans. As more detailed, fine-tuned land use policies are developed for each of the neighbourhood plan areas, the consultant and staff will undertake a review of the servicing issues and constraints associated with land use, and analyze and prepare conceptual layouts and implementation plans, together with cost estimates, for the engineering services necessary for each of the neighbourhood areas. Preparation of the conceptual layouts and implementation plans for providing road, drainage, water and sanitary sewer services will also include reviewing and ensuring compatibility with engineering services plans and strategies for adjacent municipalities, such as the City of Surrey and City of Langley.

6.3 Community and Neighbourhood Centres Urban Design:

The “Centres Strategy” is a cornerstone policy framework, as outlined in section 2.4 of the OCP and section 3.0 of the Brookwood-Fernridge Community Plan. It informs and defines the land use strategy of the community and neighbourhood land use structure. Community and Neighbourhood Centres are the key organizing elements of the urban structure and contribute to the building of a complete community and livable neighbourhoods. The Booth neighbourhood includes a Community Centre and the Rinn and Fernridge incorporate, all or a portion of, Neighbourhood Centres.

The Community Centre in the Booth neighbourhood will require an urban design exercise that identifies, among other features, a ‘Main Street, road network and cross-sections, amenity elements, and a public space(s) (e.g. square), as well as some commercial market demand analysis. The Neighbourhood Centre in Fernridge would likely incorporate a “four-corners” design that would define the commercial frontage, road network and standards, amenity elements, and public space. The neighbourhood boundary for Rinn has been expand to include the commercial-zoned properties on the west side of 208, between 40 and 42 Avenues. The plan process for this Centre in Rinn would pursue an urban design exercise that would define commercial frontage and access, the road network and cross-sections, amenity elements, and public space. A public realm “kit of parts” that contribute to a small town character design esthetic for the Community and Neighbourhood Centres will be explored. Development Permit Area Guidelines in the Brookwood-Fernridge Community Plan could likely need refinement.

6.4 Neighbourhood Areas Beyond the Centres – Block and Street Patterns Design:

Areas within neighbourhoods beyond the Centres will be predominantly front-loaded, single family development and appropriate accessory residential uses. As outlined in section 3.3 of the Brookwood-Fernridge Community Plan, neighbourhood block and street patterns will need to be established to create an energy efficient neighbourhood and provide direct connections throughout the neighbourhood, particularly a fairly robust collector road (to support the limited arterial road alternatives), and areas beyond that provide for a range of travel modes, ensuring convenient access to local and community destinations. Guidance for preferred block lengths will need to be identified. The block and street patterns will also need to accommodate a range of other neighbourhood features such as schools, parks, green infrastructure networks, among other items.

6.5 Residential Cluster Development:

Residential cluster development is the land planning practice of clustering or grouping new housing development on a portion of a development site, as a means of protecting open space, existing character, wildlife habitat, and other natural features on the other part of the same development site. This “plan with the land” approach is essentially a transfer of development entitlements or density from one part of the site to concentrate the development in another part of the site in order to secure increases in overall open space or conservation spaces in the community.

Residential cluster development serves as a policy mechanism that contributes to the overall structure of the community by identifying predefined “cluster designation areas” that will create a network of permanently protected spaces (e.g. significant tree patches, conservation areas, and other green infrastructure) that supports and balances broader development and planning goals as articulated in the Community Plan. To implement this land planning approach, some spatial and urban design analysis, including an understanding of trade-offs will be required for all three neighbourhood plans and will likely include the preparation of representative illustrations and graphics, proforma/financial analysis, and the exploration of necessary zoning provisions to implement the desired outcomes.

6.6 Street, Cycling and Pedestrian Networks:

The street standards in the Booth, Fernridge and Rinn neighbourhood areas will generally draw upon the those delineated in the Township’s Subdivision and Development Servicing Bylaw. However, given the complexity and retention of land use conditions in the community, some further details will likely need to be explored as part of neighbourhood planning, including the following:

- a. cross-sections that retain and integrate large evergreen, coniferous trees, if determined technically feasible;
- b. standards for interim and “no land use change” conditions;
- c. urban/ALR edge standards; and
- d. cross-sections that establish a 200 Street “Great Street” conceptual design; 32 Avenue conceptual design; 208 Street conceptual design between 40 and 42 Avenues; and Fernridge “Cross-Roads” conceptual design in the vicinity of 200 Street and 24 Avenue.

A cycling and pedestrian network is delineated for the Brookwood-Fernridge area in the Community Plan. Further cycling and pedestrian facilities will be explored as part of neighbourhood planning, including a variety of greenway and trail systems, and on- and off-street cycling infrastructure.

6.7 New Housing Design:

The Brookwood-Fernridge Community Plan provides for a range of traditional forms of housing and introduces the potential for some new types that either have not been applied in the community but have been developed elsewhere or are potentially a new concept that requires some additional design, policy and regulatory analysis. To effectively encourage these traditional and new housing forms – duplex, semi-detached, manufactured home parks, pocket neighbourhoods, wide-shallow single-family lot configurations – some spatial and urban design analysis will be required for all three neighbourhood plans and will likely include the preparation of representative illustrations and graphics, proforma/financial analysis, and the exploration of necessary zoning provisions to implement the desired outcomes.

6.8 Urban/ALR Edge Planning:

The Rinn and Fernridge Neighbourhoods include conditions where a property line separates “urban” areas from land that is in the Agricultural Land Reserve, as well as road rights-of-way that separate “urban” areas from land in the Agricultural Land Reserve. The neighbourhood plans will determine an appropriate policy and regulatory response (e.g., building setbacks, landscaping treatment, pedestrian facilities) and will explore and analyze possible amendments to the Development Permit Area C in the Brookwood-Fernridge Community Plan.

6.9 Neighbourhood Amenity Policy:

Neighbourhood amenity contributions are in-kind or cash contributions provided by property developers when Township Council grants development rights through rezoning. The Township has applied this policy approach to secure contributions towards greenways, pocket parks, environmental features and a range of place-making essentials as part of property rezonings. In the “undeveloped” areas of Brookwood-Fernridge, Township Council has granted third reading to several applications. In the absence of a neighbourhood amenity policy, a phased development agreement was applied to these applications. Consideration will be given to the development of a neighbourhood amenity policy for the three neighbourhood plans.

6.10 Park, Open Space and Environmental Features:

The provision of parks and open spaces and the protection and conservation of environmental features are critically important health and social infrastructure of any community and neighbourhood. The Brookwood-Fernridge Community Plan identified the approximate location of community parks and neighbourhood parks, street and off-street greenways, as well as conservation and environmentally sensitive areas (watercourses and other waterbodies) and urban wildlife elements (patches and corridors). The Community Plan also includes policies for urban forestry and groundwater protection.

The neighbourhood planning process provides an opportunity to re-examine the Community Plan provisions for park and open space areas, including additional parks and open spaces and other place-making public areas. The process also provides additional opportunities to explore additional policies and refinements for urban forestry and urban wildlife, policy measures for the protection of surface waterbodies (in addition to watercourses) and groundwater, and other environmental conservation and ecosystem management policies and guidelines.

6.11 Implementation and Phasing:

The Community Plan for Brookwood-Fernridge provides an overall policy framework to guide growth and change in the area. Subsequent neighbourhood plans will provide further opportunities to guide orderly and fiscally-responsible growth and change. Through the neighbourhood planning processes, other phasing measures and approaches, and development prerequisites will be explored and examined

7.0 PUBLIC AND STAKEHOLDER ENGAGEMENT

A comprehensive public and stakeholder engagement program is key to a planning process and the preparation of an effective, implementable and publically-supportable neighbourhood plan. The engagement program has four primary goals:

1. Involve as many citizens and interested individuals as possible within time and resource parameters;
2. Engage property owners and citizens in a dialogue and to incorporate their input into the process;
3. Provide a variety of ways for property owners and residents to participate in creating and reviewing policy ideas; and
4. Ensure that Council, before making decisions, is made aware of the range of neighbourhood/community opinion, technical material, and any other necessary information.

To realize these goals, the engagement program integrates the parameters of Council OCP Consultation Policy 07-621, the Public Engagement Strategy for Planning and Development, and the Public Engagement Charter, with a particular emphasis on the following strategies:

- ✓ Organize engagement efforts in phases to make it easier for people to understand the progression of the project;
- ✓ Provide a variety of engagement event formats for individuals to participate in the process;
- ✓ Host engagement events in the neighbourhood plan areas and accommodate different schedules of attendees;
- ✓ Make use of online tools and social media to notify, inform, and receive public feedback; and
- ✓ Document the outcomes and results of engagement efforts in a transparent method.

7.1 Neighbourhood Planning Team

A Neighbourhood Planning Team (NPT) will be formed to provide critical input, active involvement and important feedback. To represent a broad yet balanced range of community and neighbourhood scale interest, membership of the volunteer NPT will consist of a maximum of nine (9) members. The NPT will include representation from each of the three neighbourhood plan areas, as well as key stakeholders and representatives of community organizations and groups.

The NPT will serve as a valuable contributor to the completion of the Booth, Fernridge and Rinn Neighbourhood Plans by providing critical feedback, through active involvement and contributions to the project processes, and by commenting and advising on project deliverables. In other words, the NPT will serve as a “sounding board” for information and ideas prepared by the project staff before they are more broadly distributed and presented to the general public for input and feedback.

7.2 General Public Engagement Events

The general public, comprised of residents, property owners, business owners, workers and other interested individuals, will have multiple opportunities to become and stay informed and involve themselves in the planning process. The community will have multiple opportunities that include, at a minimum, engagement through:

- ✓ Public open houses with opportunities to provide written feedback at the event and online after the event;
- ✓ Neighbourhood dialogue sessions and policy workshops, that involve a series of small group conversations and discussion regarding specific community issues and opportunities, sharing of perspectives, clarifying misinformation, and exploring policy ideas. Youth engagement will also be incorporated.
- ✓ Gleaning information about the update process from the project webpage and subscribing to a Brookwood-Fernridge Community Plan update e-mail list; and
- ✓ Interactive online engagement tools for the public to provide input and prioritize policy ideas.

7.3 Event Communications

In preparation for these public events, a variety of communication methods will be applied in order to raise community awareness of the pending events, including:

- ✓ Newsletter/flyer/postcard to each household and business (including non-profit and institutional providers in the area) and property owners (both commercial and residential) within the community and rural surrounds;
- ✓ Newspaper advertisements that announce upcoming events;
- ✓ Subscribers to the Community Plan email subscription list will be sent information regarding the upcoming events and receive additional reminders on the days leading up to the event;
- ✓ Posters will be placed at public facilities/venues and businesses;
- ✓ Announcements of the events in church bulletins, school newsletters and Parent Advisory Council publications;
- ✓ Printed copies of the newsletter at the local Library Reference Desk and George Preston Recreation Centre;
- ✓ Township's project webpage for the Brookwood-Fernridge Community Plan update;
- ✓ Community signage in select locations to provide clear notification of the process and public engagement events; and
- ✓ Postings on the Township's Facebook and other social media.

7.4 External Agencies and Township Advisory Committees

The following external agencies and Township advisory committees will be advised of and invited to participate in the planning process:

- ✓ City of Surrey and City of Langley
- ✓ Langley School District No. 35; TransLink; Metro Vancouver; and Fraser Health
- ✓ Langley Environmental Partners Society; Little Campbell Watershed Society; Save the Little Campbell Committee; Nicomekl Enhancement Society
- ✓ Brookwood Fernridge Community Association
- ✓ Urban Development Institute; Greater Vancouver Home Builder's Association
- ✓ Agricultural Advisory and Economic Enhancement Committee; Heritage Advisory Committee; Recreation, Culture, and Parks Advisory Committee; and Seniors Advisory Committee

Beyond the typical notice by correspondence and invitations to public events such as those listed in subsection 7.1 above, one-on-one and group meetings will likely be held at key points in the process.

Finally, the draft Neighbourhood Plans will also be referred to the external agencies for review and comment prior to Council's consideration and to comply with the consultation requirements in the Local Government Act.

8.0 PROJECT MANAGEMENT

The Long Range Planning Department will lead the planning process and manage the work program. Each of the three neighbourhood plan areas will have a lead planner and be part of "Core Planning Team" that oversees all three neighbourhood planning processes.

An inter-disciplinary Technical Team (TT) will be assembled to assist Long Range Planning with the project and provide necessary professional, subject-matter expertise. The TT will have representation from the following Township departments:

- ✓ Development Engineering
- ✓ Transportation Engineering
- ✓ Parks Design and Development
- ✓ Development Planning
- ✓ Green Infrastructure Services
- ✓ Water Resources and Environment
- ✓ Finance & Protective Services (as necessary)

In addition, specialist, external consultant(s) will be drawn upon to augment staff resources and provide expertise, as necessary, for strategic work components, such as, but not limited to, public engagement activities, environment, engineering, urban design and financial analysis. External consultant(s) will be funded within existing budgets.

9.0 WORK PROGRAM AND TIMELINE

The work program for the Booth, Fernridge and Rinn neighbourhood plans in the will include assembling, analyzing and presenting background information, identifying, developing and presenting policy ideas, opportunities and choices, seeking public input and feedback through engagement activities and events, and preparing neighbourhood plans and design guidelines and other implementation elements. The 18 to 24 month planning process will consist of three (3) key phases of work (see Figure 5 on the following page):

- Phase 1: Assets + Opportunities
- Phase 2: Policy Ideas + Options
- Phase 3: Proposed Neighbourhood Plans

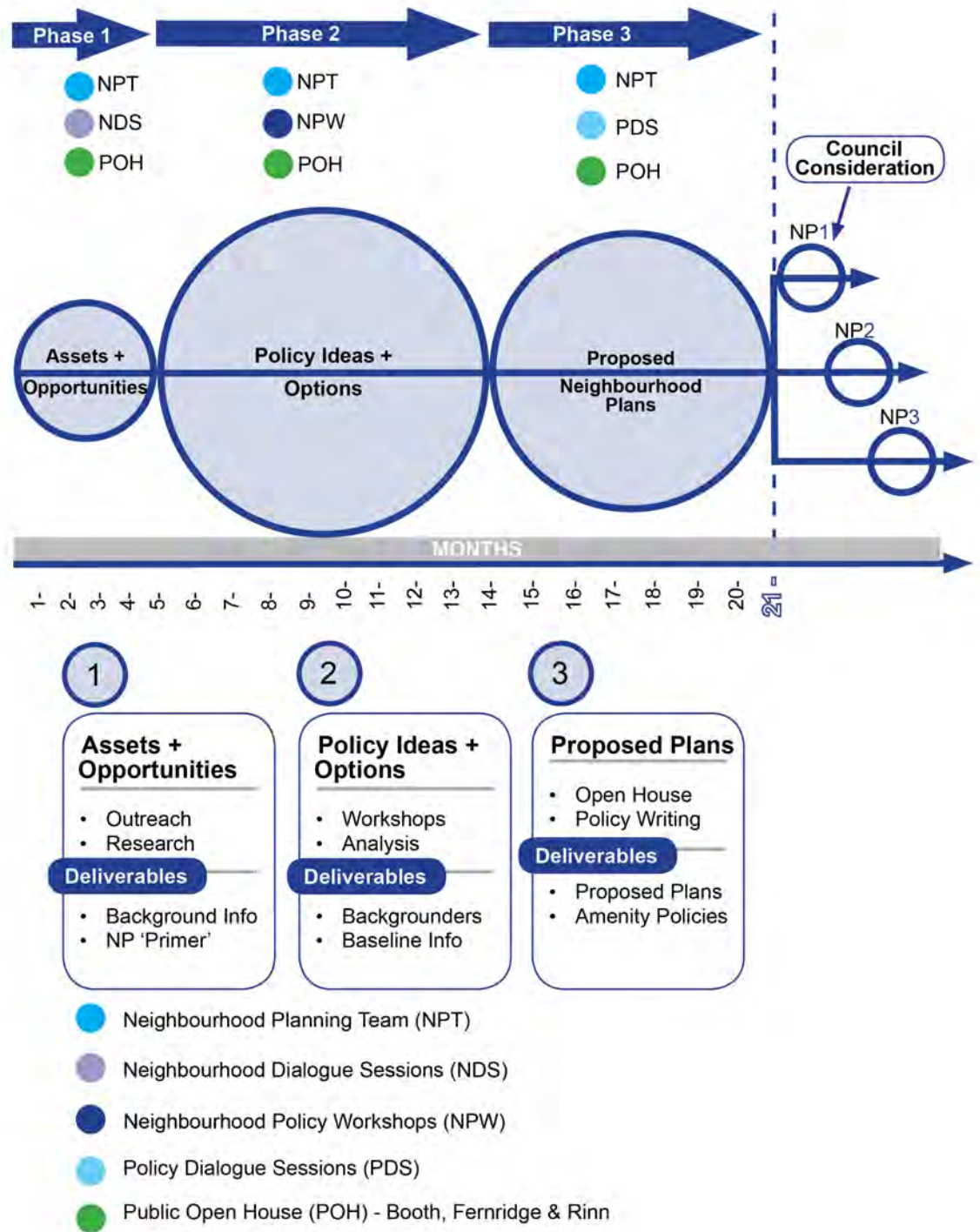


Figure 5 – Neighbourhood Plans Process

Phase 1: Assets + Opportunities (5 Months)

Scope

Phase 1 of the work program begins with initiating communications and public engagement related to the project by raising awareness of the three (3) neighbourhood plan processes, communicating the scope, timeline and policy context and providing an early opportunity to gather input on neighbourhood values, key issues, assets and opportunities. Based on this input, a set of Objectives for each neighbourhood will be developed. Phase 1 also involves the convening of the Technical Team, securing consultant assistance, and providing some initial background and baseline materials for public presentation.

Communications & Consultation

The communications for Phase 1 begins by raising the awareness to the general public through a formal launch of the project webpage(s) and the development of an email notification list. The project webpage will be the “go-to” place for up-to-date information on the project as it unfolds and progresses. A range of other communications as identified in section 7.1 above will be strategically applied to the different consultation events. Contact with external agencies and Township advisory committees will be established in Phase 1 through written notification of the Plan update.

Consultation for Phase 1 will include neighbourhood dialogue sessions, with land owners, residents and other interested parties, and a public open house, in order to:

- ✓ Raise awareness about the three neighbourhood plan process;
- ✓ Frame the planning and engagement process in terms of what is (and isn't) in the scope of this project and what the opportunities to get involved will be;
- ✓ Inform participants and stakeholders on the policy and geographic context of the three plan areas;
- ✓ Understand community values and build working relationships in the area;
- ✓ Gather feedback on preliminary Neighbourhood Objectives, as well as early input and ideas on issues, assets and opportunities; and
- ✓ Begin developing the contact and e-mail notification list for the Project.

Phase 1 of the three neighbourhood plan processes will conclude with the preparation of a project and engagement summary that summarizes the events and results of Phase 1, for Council and members of the public.

Process, Schedule and Deliverables

Process & Deliverables	Estimated Schedule
<p>1. Project Initiation</p> <ul style="list-style-type: none"> ✓ Proceed with the procuring of consultants with expertise in public and stakeholder engagement and issues management, urban design and market/financial analysis. ✓ Formalize the Technical Team (TT) ✓ Complete and formally launch the project webpage to raise awareness about the three (3) neighbourhood plan processes and begin to establish the webpage as the “go-to” for information on the neighbourhood plans process and progress ✓ Develop a contact and email notification list ✓ Establish contact with external agencies and Township advisory committees through written notification, outlining opportunities for input 	<p>Q1 2019</p>
<p>2. Prepare Project Documents</p> <ul style="list-style-type: none"> ✓ Prepare a concise and illustrated, document – <i>Neighbourhood Planning Primer</i> – with the intent of establishing a “shared” vocabulary and understanding of all the planning themes and structural elements that will inform and contribute to the “building” of the Booth, Fernridge and Rinn neighbourhood plans. 	<p>Q1 2019</p>
<p>3. Conduct the Public Engagement Activities + Events</p> <ul style="list-style-type: none"> ✓ Implement communications for engagement activities + events ✓ Prepare and conduct Neighbourhood Dialogue Sessions and a Public Open House #1 to provide an early opportunity for land owners, residents and others to familiarize themselves with the neighbourhood plan process, understand the scope and timeline, and provide early input on neighbourhood issues, assets, and opportunities. ✓ Prepare and provide online, digital engagement feedback opportunities 	<p>Q1 2019</p>

Process & Deliverables	Estimated Schedule
<p>4. Prepare a Project + Engagement Summary</p> <ul style="list-style-type: none"> ✓ Prepare a project and public engagement summary of the material presented and the public input and feedback received in Phase 1 	<p>Q2 2019</p>
<p>5. Update Council</p> <ul style="list-style-type: none"> ✓ Concluded Phase 1 with a Council update, including copies of the Project + Engagement Summary and the Public Open House materials presented 	<p>Q2 2019</p>

Phase 2: Policy Ideas + Options (9 Months)

Scope

Phase 2 of the work program will involve integrating the consultation feedback received in Phase 1, and combining this with engagement outcomes from the Brookwood-Fernridge Community Plan process, and technical and policy analysis information from both the Community Plan process and each of the neighbourhood plans processes and prepare *Technical + Policy Backgrounders* for each of the three neighbourhood areas. These documents, along with the *Neighbourhood Planning Primer* (Phase 1), will serve as key inputs for public understanding on how urban design options, for feedback, are developed for the Community Centre (Booth) and the two Neighbourhood Centres (Rinn & Fernridge) in the neighbourhood areas. These documents will also serve as inputs for public engagement for a Neighbourhood Policy Dialogue Session for the neighbourhood areas Beyond the Centres, with a specific focus on implementation ideas and/or options for Residential Clustering in each neighbourhood. Specific policy and/or technical review studies, such as a commercial market demand analysis, environmental assessment and engineering assessment may be included as additional documentation for this phase of the planning process.

Communications & Consultation

The communications for Phase 2 will include release and public notifications of technical documents on the project webpage(s). As outlined in Section 7.1 above, a range of communication methods will be strategically applied to these releases as well as announcements regarding consultation events.

Conversations with external agencies will be ongoing throughout Phase 2 to coordinate infrastructure and policy alignment, as appropriate. The project webpage(s) will be updated from time to time throughout this phase as new information becomes available.

Consultation for Phase 2 will include Neighbourhood Policy Workshops, with land owners, residents and other interested parties, and a public open house, in order to, among other neighbourhood plan items and themes:

- ✓ Raise awareness about the efforts and outcomes of this phase of the neighbourhood plan processes;
- ✓ Review and discuss the urban design options for the Community Centre (Booth) and the two Neighbourhood Centres (Fernridge and Rinn) in the neighbourhood areas; and
- ✓ Discuss implementation ideas and/or options for Residential Clustering

Phase 2 of the neighbourhood plan processes will conclude with the preparation of a project and engagement summary that summarizes the events and results of Phase 2, for Council and members of the public.

Process, Schedule and Deliverables

Process & Deliverables	Estimated Schedule
<p>6. Prepare Project Documents</p> <ul style="list-style-type: none"> ✓ Prepare concise and appropriately illustrated documents – <i>Environmental and Engineering Baselines</i> – that provide an summary overview of the environmental assets and conditions and background information regarding transportation and utility services for the neighbourhood plan areas. ✓ Prepare <i>Technical + Policy Backgrounder</i> and a <i>Community & Neighbourhood Centres: Ideas and Options Report</i> for each of the three neighbourhood areas. 	<p>Q2 2019</p>

Process & Deliverables	Estimated Schedule
<p>7. Conduct the Public Engagement Activities + Events</p> <ul style="list-style-type: none"> ✓ Implement communications for engagement activities + events ✓ Prepare and conduct Neighbourhood Policy Workshops and a Public Open House #2 <ul style="list-style-type: none"> • to review consultation feedback from Phase 1 • to raise awareness about the efforts and outcomes for Phase 2 of the neighbourhood plan processes • to review and discuss the urban design options for the Community Centre (Booth) and the two Neighbourhood Centres (Rinn & Fernridge) in the neighbourhood areas • to discuss implementation ideas and/or options for Residential Clustering plus other housing considerations ✓ Prepare and provide online, digital engagement feedback opportunities 	<p>Q3/Q4 2019</p>
<p>8. Prepare a Project + Engagement Summary</p> <ul style="list-style-type: none"> ✓ Prepare a project and public engagement summary of the material presented and the public input and feedback received in Phase 2 	<p>Q4 2019 / Q1 2020</p>
<p>9. Update Council</p> <ul style="list-style-type: none"> ✓ Concluded Phase 2 with a Council update, including copies of the Project + Engagement Summary and the Public Open House materials presented 	<p>Q4 2019 / Q1 2020</p>

Phase 3: Proposed Neighbourhood Plans (7 Months)

Scope

Phase 3 of the work program will involve integrating the consultation feedback received in Phase 1 and Phase 2, and prepare a Neighbourhood Plan and Amenity Policy for Booth, Fernridge and Rinn Neighbourhoods, a Streetscape + Public Realm 'Kit of Parts' for the Community Centre and the two Neighbourhood Centres, and zoning bylaw amendments (as appropriate).

Communications & Consultation

The communications for Phase 3 will include release and public notifications of technical documents (as appropriate) as well as the draft neighbourhood plans and associated/companion documents on the project webpage(s). As outlined in Section 7.1 above, a range of communication methods will be applied to these releases as well as announcements regarding the final open house.

Conversations with external agencies will be ongoing throughout Phase 3 to coordinate infrastructure and policy alignment, as appropriate. The project webpage(s) will be updated from time to time throughout this Phase as new information becomes available.

Consultation for Phase 3 will focus on the public open house, in order to, among other neighbourhood plan items and themes:

- ✓ Present the Draft Neighbourhood Plans for Booth, Fernridge and Rinn;
- ✓ Present the Draft Neighbourhood Amenity Policies for Booth, Fernridge and Rinn;
- ✓ Present Draft Streetscape + Public Realm 'Kit of Parts', zoning bylaw amendments (as appropriate), and Development Permit Area design guidelines amendments (as appropriate)

Phase 3 of the neighbourhood plan processes, and in advance of the formal presentation of bylaws to Council for their consideration, will conclude with the preparation of a project and engagement summary that summarizes the events and results of Phase 3, for Council and members of the public.

Process, Schedule and Deliverables

Process & Deliverables	Estimated Schedule
<p>10. Prepare Project Documents</p> <ul style="list-style-type: none"> ✓ Prepare the following project documents: <ul style="list-style-type: none"> • Draft Neighbourhood Plans for Booth, Fernridge and Rinn; • Draft Neighbourhood Amenity Policies for Booth, Fernridge and Rinn; • Draft Streetscape + Public Realm 'Kit of Parts'; • Draft zoning bylaw amendments (as appropriate), and Development Permit Area design guidelines amendments (as appropriate) 	<p>Q1 2020</p>

Process & Deliverables	Estimated Schedule
<p>11. Conduct the Public Engagement Activities + Events</p> <ul style="list-style-type: none"> ✓ Implement communications for engagement activities + events ✓ Prepare and conduct a Public Open House #3, and present the following: <ul style="list-style-type: none"> • Draft Neighbourhood Plans for Booth, Fernridge and Rinn • Draft Neighbourhood Amenity Policies for Booth, Fernridge and Rinn • Draft Streetscape + Public Realm 'Kit of Parts' • Draft zoning bylaw amendments (as appropriate) • Draft Development Permit Area design guidelines amendments (as appropriate) ✓ Prepare and provide online, digital engagement feedback opportunities 	<p>Q2 2020</p>
<p>12. Prepare a Project + Engagement Summary</p> <ul style="list-style-type: none"> ✓ Prepare a project and public engagement summary of the material presented and the public input and feedback received in Phase 3 	<p>Q3 2020</p>
<p>13. Update Council</p> <ul style="list-style-type: none"> ✓ Conclude Phase 3 with a Council update, including copies of the Project + Engagement Summary and the Public Open House materials presented 	<p>Q3 2020</p>
<p>14. Initiate Bylaw Process</p> <ul style="list-style-type: none"> ✓ Prepare and present the proposed Plans in bylaw format for Council's consideration, along with a associated/companion policies and bylaws. 	<p>Q3/Q4 2020</p>

10.0 OUTLINE OF THE NEIGHBOURHOOD PLANS

The Neighbourhood Plans for Booth, Fernridge and Rinn may each contain, but not limited to, the following components:

- ✓ A statement outlining the background and planning context;
- ✓ A statement delineating the Neighbourhood objectives and urban design concept;
- ✓ More refined and definitive policies, within the context of the Brookwood-Fernridge Community Plan, for the development of each land use designation, including residential and commercial policies;
- ✓ Policies for the provision of community services and facilities, including schools, parks and open space, greenways and trails;
- ✓ Policies for neighbourhood character, identity and heritage;
- ✓ Policies for the protection of the natural environment, including trees, aquifers and watercourses;
- ✓ Policies for the transportation and circulation network, including vehicular, public transit, cycling and pedestrian modes;
- ✓ Policies for servicing and infrastructure, including stormwater management, water services and sewer services;
- ✓ Guidelines and policies – new and refined – for design and development; and
- ✓ Policies to guide implementation and phasing.

All three neighbourhood plans will be developed to complement, integrate and function hand-in-hand with policies in the Brookwood-Fernridge Community Plan in terms ease of use for development review, capital projects and other plan implementation. Each neighbourhood plan will have a similar document layout. The structure of the neighbourhood plan documents will apply a similar policy style of active language, similar to the Community Plan.

Booth, Fernridge and Rinn Neighbourhood Plans

**NEIGHBOURHOOD PLANNING TEAM
TERMS OF REFERENCE**

December 10, 2018

1.0 INTRODUCTION

On October 23, 2017, Council adopted a new Brookwood-Fernridge Community Plan to replace the previous 1987 version. At the time of the Community Plan adoption, Council directed staff to commence the preparation of three neighbourhood plans in the community – Booth, Fernridge and Rinn (see Map on the following page).

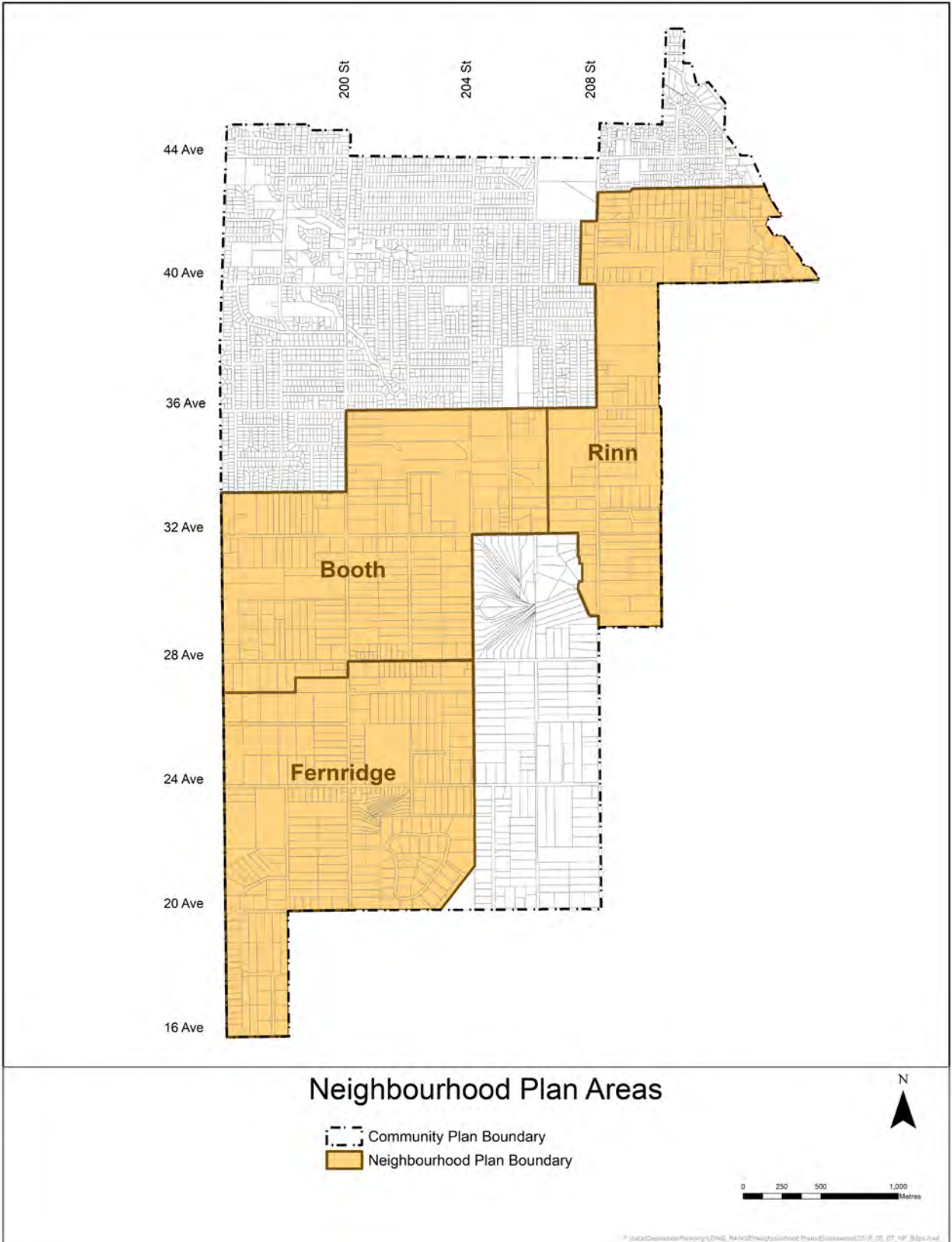
A comprehensive stakeholder and public consultation program will be critical to the development of effective and implementable Neighbourhood Plans and associated policies and regulatory measures for Booth, Fernridge and Rinn areas. The public consultation program has multiple goals, as outlined in the Project Terms of Reference (separate cover), to engage citizens and property owners. Based on the Townships Public Engagement Strategy, one of the key elements of the engagement for the neighbourhood plans is the establishment of and consultation with a Neighbourhood Planning Team (NPT) representing area residents and other community groups and organizations.

1.1 Purpose of the Neighbourhood Planning Team (NPT)

The purpose of the Neighbourhood Planning Team (NPT) is to provide feedback to the Township through project staff on the preparation of the three neighbourhood plans. Throughout the plan process the NPT will provide feedback into the preparation of the Booth, Fernridge and Rinn neighbourhood plans, as defined by the Project Terms of Reference, by:

- A. Reviewing and providing feedback on the following:
 - i. Material prepared by project staff;
 - ii. Neighbourhood objectives and draft plan policies; and
 - iii. Other associated policies, regulations and standards.
- B. Sharing their perspectives on the future of the neighbourhood plan areas; and
- C. Reporting back to their neighbourhoods community organizations on plan progress and key discussions.

The primary role of the NPT is to assist and work along-side project staff, in a conversational and 'round-table' discussion context, and serve only as one of many participants who can provide feedback on the preparation of the Booth, Fernridge and Rinn neighbourhood plans. The NPT is not a Committee, Commission or other body under the *Community Charter* or the *Local Government Act*.



1.2 Purpose of this Document

This document outlines the Terms of Reference for the Brookwood-Fernridge neighbourhood plans NPT. The purpose of the Terms of Reference are to provide a clear understanding of:

- The composition of the NPT, including the recruitment and selection process;
- The mandate of the NPT; and
- The roles and responsibilities of the NPT, Township staff and external consultants.

2.0 COMPOSITION OF THE NPT

To represent a broad yet balanced range of community and neighbourhood scale interests, membership for this volunteer NPT would consist of a maximum of nine (9) members. The NPT will include representation, by individuals who are 16 years of age or older, from each of the three neighbourhood plan areas and as well as key stakeholders and community organizations, and will be composed of:

- One (1) person owning property and residing within each of the neighbourhood plan areas of Booth, Rinn and Fernridge (total of 3 persons);
- One (1) person owning property and/or residing within each of the neighbourhood plan areas of Booth, Rinn and Fernridge (total of 3 persons); and
- Three (3) persons from the community-at-large representing other broader interests such as seniors, youth, business, environment and community groups or organizations, with a preference given to those residing in Brookwood-Fernridge.

Spaces for these categories are non-transferable. If some of these spaces are not filled through the recruitment and selection process, they will remain vacant.

2.1 Recruitment Process

The NPT recruitment process will be advertised as follows:

- Newsletter/flyer/postcard to each household and business (including non-profit and institutional providers in the area) and property owners (both commercial and residential) within the Community Plan boundary and rural surrounds (all properties in the ALR within 100 m of the Community Plan boundary);
- Newspaper advertisements;

- The Township's project webpage for the Brookwood-Fernridge Neighbourhood Plans;

Interested persons will be required to complete and submit an application form (refer to Schedule A) before a specified date, approximately 2 weeks following Council endorsement of the these NPT Terms of Reference. The application form will be made available electronically on the Township's webpage and in paper copy at the Civic Facility (Municipal Hall, Customer Service) and George Preston Recreation Centre (Recreational Attendant). Completed application forms will be accepted both electronically and in paper copy, at these two Township facilities.

2.2 Selection Process

Applications from interested persons shall be sorted into appropriate categories (as per the membership composition above) and forwarded to Council for review. NPT members shall be selected by Council resolution.

Any vacancies in the NPT membership, which may occur throughout the term, may be filled by Council using the applications received as part of the original recruitment process.

3.0 MANDATE OF THE NPT

The NPT will serve as a valuable contributor to the completion of the Booth, Fernridge and Rinn Neighbourhood Plans by providing critical feedback, through active involvement and contributions to the project processes, and by commenting and advising on project deliverables. As well, the NPT will serve as a 'sounding board' for project staff and consultants. As detailed more specifically by the work plan in the Project Terms of Reference (separate cover) for the three Brookwood-Fernridge Neighbourhood Plans, the NPT will provide feedback and input to the following:

- Community and neighbourhood values, opportunities and challenges, ideas and aspirations and 'key issues';
- Objectives for the three neighbourhood plan areas;
- Initial strategic policy ideas, opportunities and options for the three neighbourhood plan areas;
- Other ideas and suggestions for the neighbourhood plans project.

The input, involvement and contributions provided by the NPT are subject to the Project Principles for the planning process and the project scope, as detailed in the Project Terms of Reference for the three neighbourhood plans.

4.0 ROLES AND RESPONSIBILITIES

4.1 Roles and Responsibilities of the NPT

The NPT will fulfill its mandate by attending 3 to 6 weekday evening meetings throughout the neighbourhood planning process (approximately February 2019 – June 2020). The NPT is also encouraged to attend other public engagement events throughout the neighbourhood plan process.

4.2 Roles and Responsibilities of Township Staff & External Consultants

Township staff and external consultants will facilitate and support the participation and contributions of the NPT by:

- Scheduling the NPT meetings and preparing the agendas;
- Attending the NPT meetings to facilitate the discussion, provide technical advice and obtain input;
- Ensuring that the work of the NPT is integrated and is concurrent with other public engagement events and activities;
- Preparing summary notes of meetings; and
- Providing regular updates about the work of the NPT to Council and the general public.

4.3 Procedures

- Meetings will be organized and facilitated by the Township of Langley;
- Invitations to meeting events will be communicated through Canada Post, phone and/or e-mail and determined appropriate by the NPT members; and
- Feedback from the NPT will be reported to Council and will be used along with other input and feedback received through other public engagement events in preparing the Booth, Fernridge and Rinn Neighbourhood Plans.

5.0 ADMINISTRATIVE ITEMS

5.1 Remuneration

Members of the NPT shall not be remunerated by the Township of Langley.

5.2 Open to the Public

NPT Meeting Agendas will be posted to the Project webpage and are open to the public.

