



REPORT TO MAYOR AND COUNCIL

PRESENTED:	APRIL 11, 2016 - REGULAR AFTERNOON MEETING	REPORT:	16-41
FROM:	COMMUNITY DEVELOPMENT DIVISION	FILE:	LRP00013
SUBJECT:	BROOKSWOOD-FERNRIDGE COMMUNITY PLAN MINOR UPDATE – PROJECT AND COMMUNITY PLANNING TEAM TERMS OF REFERENCE		

RECOMMENDATIONS:

That Council approve the Terms of Reference for the Brookswood-Fernridge Community Plan Minor Update presented as Attachment A; and further

That Council approve the Terms of Reference for the Brookswood-Fernridge Community Planning Team presented as Attachment B.

EXECUTIVE SUMMARY:

In January 2016, Council directed staff to proceed with a “Minor Update” to the Brookswood/Fernridge Community Plan, based on the research, input and information collected to date, for completion of the undeveloped areas, as delineated on Map 1 presented in this report.

In response to Council’s direction, staff have prepared, for Council’s consideration, a Terms of Reference for the Brookswood-Fernridge Community Plan Minor Update (Attachment A) that further defines the goals, scope, public and stakeholder engagement approach, work plan and key deliverables for the minor Community Plan update.

As detailed in the proposed Terms of Reference, the minor Community Plan update will include changes that provide opportunities for growth and redevelopment in the undeveloped areas while maintaining the existing land uses and densities in the previously developed areas. The updates and revisions to the land use plan and corresponding policies for the undeveloped areas will be based on the background information, technical analysis and public input obtained from the planning process ending in 2014 as well as further public and stakeholder engagement. The minor Community Plan update will not involve changes to the land use policies for the previously developed areas.

An extensive and comprehensive public and stakeholder engagement program, which integrates the recommendations of the Public Engagement Strategy for Planning and Development, is proposed for the minor Community Plan update. The multi-pronged engagement program will include consultation with the general public, establishment of a Community Planning Team, referral to external agencies and Township of Langley advisory committees. Consultants with public engagement expertise will be retained to assist with the preparation and delivery of various engagement events.

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The minor Community Plan update is expected to consist of five (5) phases of technical, analytical and engagement work, currently projected to conclude in October 2017 with an updated draft Community Plan for Council's consideration. Multiple and varied opportunities for public engagement are proposed throughout each of the five (5) phases of the work plan. The minor Community Plan update is estimated to cost approximately \$150,000, with a significant portion of the funds allocated to public engagement and communication efforts. There are adequate funds currently available as part of prior years' approved budgets for the minor Community Plan update.

Staff have also prepared, for Council's consideration, Terms of Reference for the Community Planning Team (CPT) (Attachment B). The Terms of Reference for the CPT define the composition of the CPT, including the recruitment and selection process, the mandate of the CPT and the roles and responsibilities of the CPT, Township staff and external consultants.

Following Council's endorsement of the Terms of Reference, for both the Community Plan minor update and the CPT, staff will commence the work plan immediately. Subject to Council's approval, the first phase of the work plan includes convening the CPT, community dialogues and an open house. Staff will report back to Council at key stages throughout planning process (as outlined in the Terms of Reference) to keep Council informed and obtain endorsement where necessary.

PURPOSE:

The purpose of this report is to obtain Council's approval of the Terms of Reference for the Brookswood-Fernridge Community Plan Minor Update (Attachment A) and the Terms of Reference for the Brookswood-Fernridge Community Planning Team (Attachment B).

BACKGROUND/HISTORY:

The Brookswood-Fernridge area has been designated for “Urban Growth” in the Township of Langley Official Community Plan since 1979. In 1987, Township Council adopted the Brookswood/Fernridge Community Plan, which provides a long term vision for an urban community and policies to guide future development. At that time, the ultimate population of the area was projected at about 35,000 residents.

A Neighbourhood Plan, referred to as “B1” (northeast corner of the Community Plan area north of 43 Avenue and east of 208 Street) was adopted in 1992, allowing for some development in that area. Between 1998 and 2000, Council approved start of 3 other Neighbourhood Plans, referred to as B2, B3 and B4, subject to resolution of servicing issues. However, these were not completed due to the significant servicing challenges and related costs.

In May 2011, in response to a petition from landowners and residents in the area, Council directed staff to proceed with a process to update the Community Plan, consistent with the 2004 resolution, that would enable completion of new neighbourhood plans in the area and accommodate subsequent development. A planning process for the area was initiated in 2012 and concluded with the presentation to Council in 2014 of an update Brookswood/Fernridge Community Plan. Following the close of the public hearing on March 1, 2014, Council did not proceed with an approval to the proposed update to the Community Plan (“2014 Plan”).

In March 2015, Council received a report with five options regarding a potential Brookswood/Fernridge Community Plan update process, but deferred decision until after the Mayor’s Standing Committee on Public Engagement had concluded its work and presented its findings to Council. In November 2015, the work of the Mayor’s Standing Committee on Public Engagement was completed and its findings were presented to Council. This afforded Council the opportunity to consider the five options outlined in the March 2015 report.

On January 11, 2016, Council resolved to separate the undeveloped Fernridge area from the developed Brookswood area; and directed staff to undertake a ‘minor update’ to the 1987 Community Plan, based on the input and findings collected for the 2014 Plan – one of the options presented in the March 2015 report to Mayor and Council. On January 25, 2016, Council clarified its direction to staff to proceed with a “minor update” to the Brookswood/Fernridge Community Plan for completion of the undeveloped areas, based on engagement strategy as approved by Council and building upon all the information and public input collected as part of the previous 2014 Plan update process.

DISCUSSION/ANALYSIS:

The Township of Langley Official Community Plan (OCP) sets out broad objectives and policies to guide overall growth and change in the Township of Langley. The OCP identifies Brookswood/Fernridge as one of the Designated Urban Growth Areas in the Township.

In response to Council direction, this report builds on the January 25, 2016 report by presenting Terms of Reference (ToR) as Attachment A to this report. The ToR has been prepared to provide further details regarding a scope and process framework for the development of the minor update to the Brookswood-Fernridge Community Plan. The purpose of the ToR is to provide a clear understanding of:

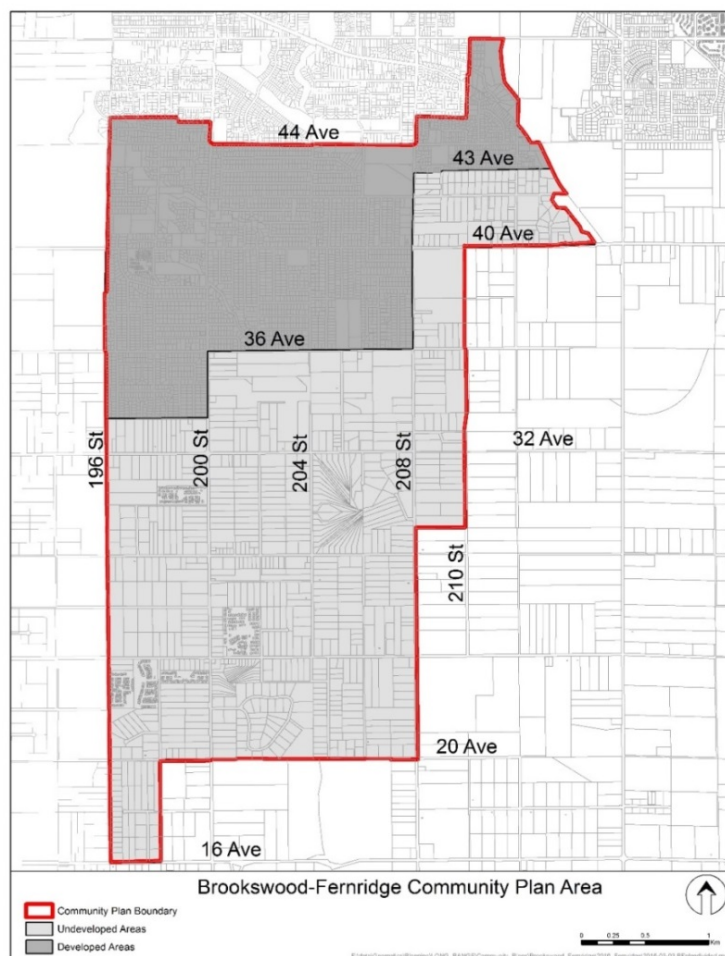
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- The planning area geography;
- The goals and scope;
- The public engagement and stakeholder consultation approach;
- The process, schedule and deliverables for the minor Community Plan update; and
- The key components that will comprise the updated Community Plan.

The updated Community Plan, which will form part of the Township's Official Community Plan, will set out the vision, objectives and planning policies to guide change and development in the community over the next 20 to 25 years. The Community Plan will provide an overall development framework for the area and establish broad policies related to land use, environmental protection, heritage resources, community facilities, transportation and infrastructure. The preparation of more detailed Neighbourhood Plans, which apply to portions of a Community Plan area, must be consistent with the policies of the Community Plan.

Proposed Planning Area:

Brookwood-Fernridge is located in the southwest area of the Township of Langley. Generally, it is bounded by 44 Avenue/the City of Langley to the north, Murray Creek/210 Street/208 Street to the east, 20 Avenue/16 Avenue to the south, and 196 Street/the City of Surrey to the west (see Map 1 below). Map 1 also indicates the extent of the previously developed and currently undeveloped areas of Brookwood-Fernridge.



MAP 1: BROOKSWOOD-FERNRIDGE COMMUNITY PLAN AREA

Proposed Project Goals:

The ToR outlines the following goals to guide the minor Community Plan update:

1. Establish the vision, objectives and planning policies for the undeveloped areas to guide the development of a liveable and sustainable community that balances the values, perspectives and character of the community with its responsibility as part of the Township and the Region. The updated plan and the associated policies will strive to be consistent and fit within the broader context of the Official Community Plan, the Regional Growth Strategy, Township strategies, policies and other initiatives.
2. 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 both those in the directly affected area and those in the wider community and rural surrounds are sought.
3. Update and revise the land use plan and the supporting land use policies of the 2014 Plan for the Undeveloped Areas, as delineated on Map 1 above, with the aim of accommodating an appropriate population projection for the entire Brookswood-Fernridge community.

Proposed Project Scope:

As detailed in the ToR, the minor Community Plan update will include revisions to the 2014 Plan to provide opportunities for growth and redevelopment in the undeveloped areas while maintaining the existing land use and development density in the previously developed areas. The updates and revisions to the land use plan and corresponding policies for the undeveloped areas will be based on the background information, technical analysis and public input obtained from the planning process ending in 2014 as well as further public and stakeholder engagement.

For the purpose of striking a more acceptable balance between the overall ultimate population and density proposed by the 1987 and the 2014 Plan for the entire Brookswood-Fernridge community, the minor update may include, but is not limited to, the following potential revisions to the 2014 Plan:

- An increase in the single family land use designations in the undeveloped areas;
- A decrease in the density of the single family land use designations in the undeveloped areas;
- A decrease in the multi-family land use designations in the undeveloped areas; and
- A decrease in the density of the multi-family land use designations in the undeveloped areas.

Staff note that an approximate ultimate population of 35,000 people was projected in the existing (1987) Brookswood/Fernridge Community Plan; and for comparison purposes, the 2014 Plan projected an ultimate estimated population of approximately 43,000 people.

The minor Community Plan update will not involve changes to the existing (1987) land use policies for the previously developed areas.

Updates and revisions to the heritage, environment, transportation and circulation, servicing, implementation and phasing policies and associated maps are within the scope of the minor Community Plan update. These policy updates and revisions will need to respond to anticipated changes to the vision and guiding principles of the Plan that effectively reflect in the vision and

guiding principles of the updated Community Plan both the aspirations for retention and preservation of the existing developed areas and growth and change in the undeveloped areas. Finally, updates and revisions to the Development Permit area guidelines for the entire Plan area, which do not involve changes to land use and density, are also within the scope of the minor Community Plan update.

Proposed Public and Stakeholder Engagement:

An extensive and comprehensive public and stakeholder engagement program is proposed for the minor Community Plan update. The engagement program follows the parameters of Council Policy (Council OCP Consultation Policy 07-621) and integrates the applicable recommendations of the Public Engagement Strategy for Planning and Development (endorsed by Council on March 21, 2016), as summarized in Attachment C. 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 ideas and options; and
4. Ensure that Council, before making decisions, is made aware of the range of community opinion, technical material, and any other necessary information.

To realize these goals, a multi-pronged engagement approach will be applied to the Community Plan update process and will include consultation with the following:

- The general public;
- A Community Planning Team (CPT); and
- External agencies and Township's Advisory Committees.

As noted in the Project Scope, the public and stakeholder engagement will be focused on the land use plan and supporting land use policies for the undeveloped areas, as delineated on Map 1 above. Consultants with public engagement expertise will be retained to assist with the preparation and delivery of various engagement activities.

General Public

The general public, comprised of residents and property owners within the Brookwood-Fernridge area and rural surrounds, business owners, workers and other interested individuals, will have multiple opportunities to become and stay informed and contribute and involve themselves in the minor update planning process. The public will have multiple opportunities that include, at a minimum, engagement through four (4) public open houses, community dialogue sessions, project webpage and email updates, interactive online engagement tools, and public workshops.

In preparation for these events, a variety of communication methods will be applied in order to raise community awareness of the pending events, including newsletter/flyer/ postcard mail-outs, newspaper advertisements, webpage updates, email notifications, community signage, and social media postings (as appropriate).

Community Planning Team

A Community Planning Team (CPT) will be formed and exist for the length of the planning process, and will provide important input and feedback throughout the Community Plan update process. The members will represent various stakeholder individuals and groups, including non-profit community associations, resident representatives, business and property owners, the development community and environmental groups. The specific tasks of the CPT will include assisting and working along-side staff by providing input and feedback into the preparation of the minor update to the Brookwood-Fernridge Community Plan.

Staff have prepared Terms of Reference for the Brookwood-Fernridge CPT (Attachment B) to define the composition of the CPT, including the recruitment and selection process, the mandate of the CPT and the roles and responsibilities of the CPT, Township staff and external consultants.

Composition of the CPT

The CPT Terms of Reference propose a maximum of 16 members as follows:

- 6 persons owning property and/or residing within the undeveloped areas;
- 2 persons owning property and/or residing within the developed areas;
- 2 persons owning property and/or residing within the rural area surrounding the Community Plan boundary, as delineated on Map 1 above;
- 2 persons owning a business within the Community Plan boundary (or representatives from the Brookwood Village Merchants Association);
- 1 person representing local seniors (Brookwood Seniors Citizens Centre);
- 1 person representing a Parent Advisory Council member (Local School);
- 1 person representing a local non-profit environmental organization; and
- 1 person representing the development (Urban Development Institute) and/or building (Greater Vancouver Home Builders Association) industry.

Recruitment and Selection Process

The CPT Terms of Reference propose that the recruitment process be advertised by newsletter/flyer/postcard, newspaper advertisement and the project webpage and that interested persons submit an application to the Township. These applications will then be forwarded to Council for review and selection, similar to the Council Advisory Committee selection process.

Mandate of the CPT

As further detailed in the CPT Terms of Reference, the CPT will provide input and feedback in developing an understanding of community values, a Vision and set of Guiding Principles, and a land use plan and corresponding strategic policy directions for the undeveloped areas. Staff note that the input, involvement and contributions provided by the CPT is also subject to the goals for the minor update and the project scope, as detailed in the Terms of Reference for the Brookwood-Fernridge Community Plan Minor Update.

Roles and Responsibilities of the CPT

The CPT will fulfill its mandate by attending six (6) to eight (8) weekday evening meetings/workshops throughout the minor Community Plan update process (approximately May 2016 – September 2017). The CPT is also encouraged to attend other public engagement events throughout the Plan update process.

Roles and Responsibilities of Township Staff and Consultants

Township staff and external consultants shall support the work of the CPT by:

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

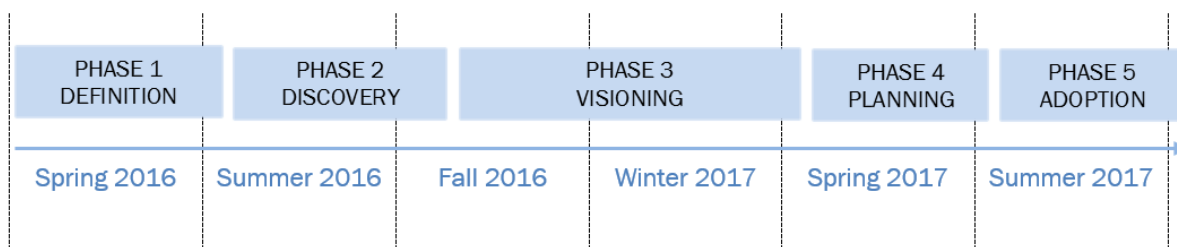
External Agencies and Advisory Committees

The following external agencies will be advised of the planning process and the draft Community Plan will be referred to these organizations for review and comment:

- 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
- Urban Development Institute; Greater Vancouver Homebuilder's Association
- Agricultural Advisory and Economic Enhancement Committee; Heritage Advisory Committee; Recreation, Culture, and Parks Advisory Committee; and Seniors Advisory Committee

Proposed Work Plan:

As detailed in the ToR for the minor Community Plan update, the work program will include assembling, analyzing and presenting background information, identifying, developing and presenting ideas, opportunities and choices, and proposing draft land use, policy and design guidelines and other implementation measures. With a projected conclusion date of October 2017, the 18 month planning process will consist of five key phases of work, as outlined below:



In general terms, the five-phased planning process involves developing a shared understanding of community values and key issues, developing a Vision and set of Guiding Principles for both the previously developed and currently undeveloped areas, preparing land use options and corresponding policies for the undeveloped areas, preparing a preferred land use plan and strategic policies for the undeveloped areas and drafting an updated Community Plan for Council's consideration. Multiple and varied opportunities for public engagement are proposed throughout each of the five (5) phases of the work plan. Each phase of the work plan concludes with a Council update summarizing the events and results of that phase, including the consultation outcomes.

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Financial Implications:

The estimated costs for completing the community engagement and planning work are projected at approximately \$150,000. It is anticipated that a significant portion of the funds will be allocated to consultation, public engagement and communication activities. Adequate funds currently exist, approved by Council as part of the 2015 annual budget process, for the minor Community Plan update.

CONCLUSION:

In January 2016 Council directed staff to proceed with a “minor update” to the Brookwood/Fernridge Community Plan, based on the research, input and information collected to date, for completion of the undeveloped areas.

In response to Council’s direction, staff have prepared, for Council’s consideration, Terms of Reference for the Brookwood-Fernridge Community Plan Minor Update (Attachment A) that define the goals, scope, public and stakeholder engagement approach, work plan and key deliverables for the minor Community Plan update. As detailed in the Terms of Reference, the minor Community Plan update will include changes that provide opportunities for growth and redevelopment in the undeveloped areas while maintaining the existing land uses and densities in the previously developed areas.

Staff have also prepared, for Council’s consideration, Terms of Reference for the Community Planning Team (CPT) (Attachment B). The Terms of Reference for the CPT define the composition of the CPT, including the recruitment and selection process, the mandate of the CPT and the roles and responsibilities of the CPT, Township staff and external consultants.

Following Council’s endorsement of the Terms of Reference, staff will commence the work plan immediately. Subject to Council’s approval, the first phase of the work plan includes convening the Community Planning Team, community dialogues and an open house. Staff will report back to Council at key stages throughout planning process (as outlined in the Terms of Reference) to keep Council informed and obtain endorsement where necessary.

Respectfully submitted,

Ramin Seifi
 GENERAL MANAGER
 for
 COMMUNITY DEVELOPMENT DIVISION

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| ATTACHMENT A | Terms of Reference for the Brookwood-Fernridge Community Plan Minor Update |
| ATTACHMENT B | Terms of Reference for the Brookwood-Fernridge Community Planning Team |
| ATTACHMENT C | Summary of Public Engagement Strategy Recommended Actions being implemented as part of the Brookwood-Fernridge Community Plan Minor Update |

BROOKSWOOD-FERNRIDGE COMMUNITY PLAN MINOR UPDATE (2016 – 2017)

Terms of Reference

1.0 INTRODUCTION

Since 1979 the Brookswood-Fernridge area has been designated for “Urban Growth” in the Township of Langley Official Community Plan. In 1987, Township Council adopted the Brookswood/Fernridge Community Plan, which provides a long term vision for an urban community and policies to guide future development. In January 2016 Council directed staff to proceed with a “Minor Update” to the Community Plan, based on the research, input and information collected to date, for completion of the Undeveloped Areas, as delineated on Map 1, found below.

1.1 Purpose of a Community Plan

Forming part of the Township's Official Community Plan, a Community Plan sets out the vision, objectives and planning policies to guide change and development in a community over the next 20 to 25 years. A Community Plan provides an overall development design framework for the area, an estimate of the future population and establishes policies related to land use, environmental protection, heritage resources, community facilities, transportation and infrastructure. The preparation of more detailed Neighbourhood Plans, which apply to portions of a Community Plan area, must be consistent with the policies as delineated in the Community Plan.

1.2 Purpose of this Document

This document outlines the Terms of Reference defining the Brookswood-Fernridge Community Plan update. The purpose of the Terms of Reference is to provide a clear understanding of:

- The focused planning area for the Community Plan minor update;
- The goals and scope of the Community Plan minor update;
- The public engagement and stakeholder consultation approach for the Community Plan minor update;
- The process, schedule and deliverables for the Community Plan minor update; and
- The key components that will comprise the updated Community Plan.

2.0 BACKGROUND

The existing Brookswood-Fernridge Community Plan was adopted by Council in 1987. At that time, the ultimate population of the area was projected at about 35,000 residents. A Neighbourhood Plan, referred to as “B1” (northeast corner of the Community Plan area north of 43 Avenue and east of 208 Street) was adopted in 1992, allowing for some development in that area. Between 1998 and 2000, Council approved start of 3 other Neighbourhood Plans, referred to as B2, B3 and B4, subject to resolution of servicing issues. However, these were not completed due to the significant servicing challenges and related costs.

At a meeting on June 7, 2004, Council confirmed the need to update the existing (1987) Brookwood/Fernridge Community Plan with respect to land use, density, staging, servicing, environmental, school and park sites and financial management matters, prior to approving any new development in the area not currently zoned for urban development.

In May 2011, in response to a petition from landowners and residents in the area, Council directed staff to proceed with a process to update the Community Plan, consistent with the 2004 resolution. In March 2014, after an extensive review and update process, Council did not approve a proposed update to the Community Plan (“the 2014 Plan”), based on the input received at the public hearing.

Subsequently in April 2014, Council directed staff to undertake another update of the Brookwood/Fernridge Community Plan, taking into consideration all of the information and public input collected to date.

In March 2015, Council received a report with five options regarding the Brookwood/Fernridge Community Plan update and deferred decision until after the Mayor’s Standing Committee on Public Engagement had concluded its work and presented its findings to Council. In November 2015, the work of the Mayor’s Standing Committee on Public Engagement was completed and its findings were presented to Council. This allowed Council to reconsider the March 2015 options report.

In January 2016 Council directed staff to proceed with a “Minor Update” to the Brookwood/Fernridge Community Plan for completion of the undeveloped areas, based on an engagement strategy as approved by Council and in consideration of all the information and public input collected as part of the previous (2014) update process.

3.0 PLANNING AREA

Brookwood-Fernridge is located in the southwest area of the Township. Generally, it is bounded by 44 Avenue/the City of Langley to the north, Murray Creek/210 Street/208 Street to the east, 20 Avenue/16 Avenue to the south, and 196 Street/the City of Surrey to the west (see Map 1 below).

Generally, the developed areas of Brookwood-Fernridge include:

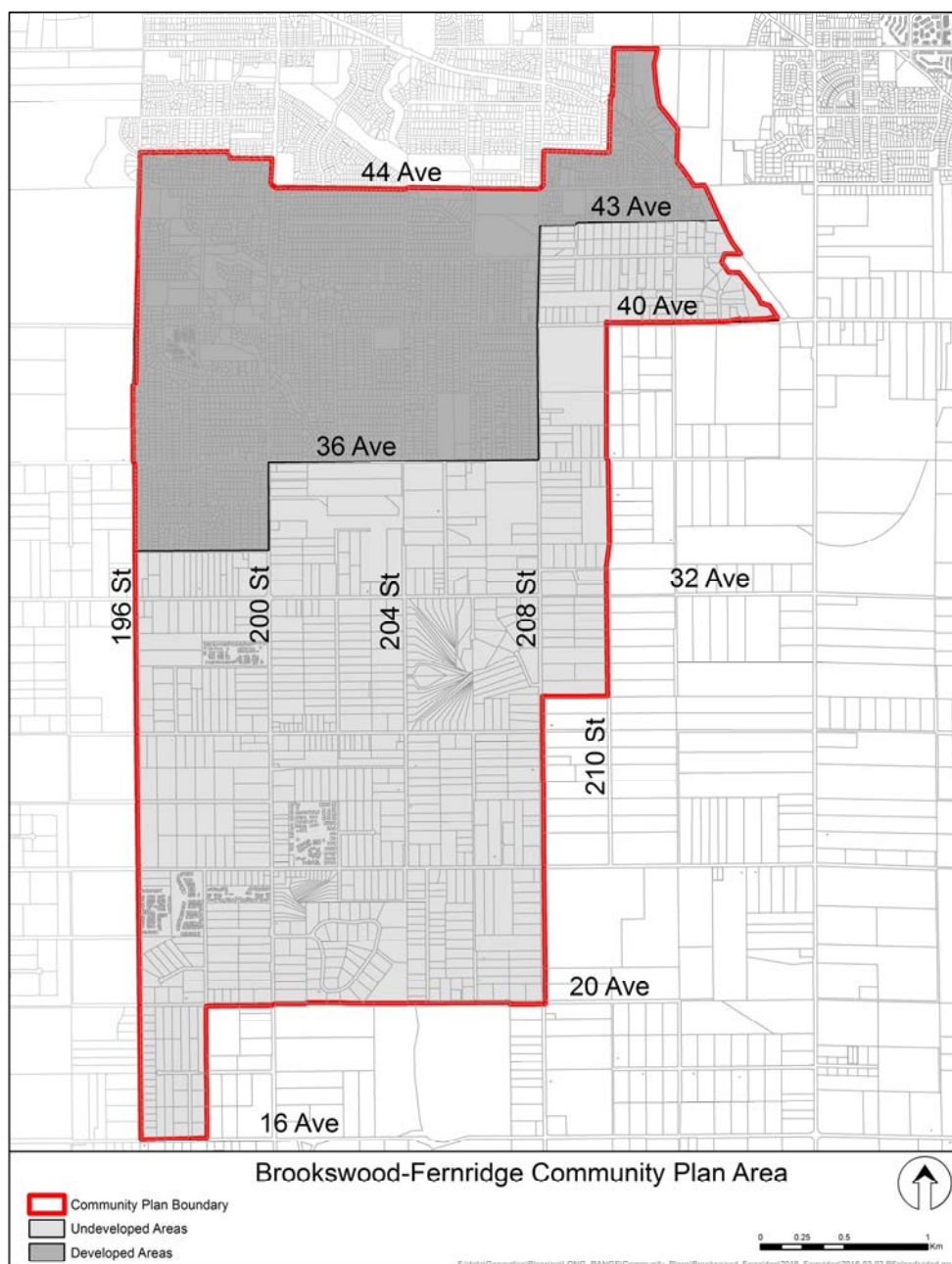
- Quarter-acre Lots: The first area is bounded by 44 Avenue (north), 208 Street (east), 36 Avenue (between 200 Street and 208 Street), 33A Avenue (between 196 Street and 200 Street), and 196 Street (west). The lots in this sub-area are generally one-quarter acre in size and generally serviced by privately maintained septic systems.
- Brookwood-Fernridge Phase 1: The second area is bounded by 45 Avenue (north), Murray Creek (east), 43 Avenue (south), and 208 Street (west). The lots in this sub-area are about 7,000 square feet (650 square metres) in size and are serviced by a Township-maintained sewer main.

Generally, the undeveloped areas of Brookwood-Fernridge include:

- The area bounded by 43 Avenue (north), Murray Creek (east), 40 Avenue (south), and 208 Street (west).
- The area bounded by 40 Avenue (north), 210 Street (east), 29 Avenue (south), and 208 Street (west).

- The area bounded by 36 Avenue (north), 208 Street (east), 20 Avenue (south), and 200 Street (west).
- The area bounded by 33A Avenue (north), 200 Street (east), 20 Avenue (south), and 196 Street (west).
- The area bounded by 20 Avenue (north), 198 Street (east), 16 Avenue (south), and 196 Street (west).

Map 1: Brookwood-Fernridge Community Plan Area



3.1 Community Context

Brookwood-Fernridge has a population of approximately 13,000 people. The community is approximately 14 square kilometres in size and it overlaps three major drainage basins: the Little Campbell River, Anderson Creek, and Murray Creek. The landscape is generally flat, with steep slopes along some river banks. These waters flow in a northwesterly direction and connect to the Nicomekl and Campbell Rivers and ultimately flow into Boundary Bay and Semiahmoo Bay. The area has a suburban or semi-rural character with many second growth forested areas, parks and open space and many historic features.

Existing land use in Brookwood-Fernridge is largely residential, comprised of single-family lots which vary in size from 700 to 1,000 square metres (7,000 to 10,000 square feet) in the north to multi-acre parcels in the east and south, as well as six manufactured home parks. Public facilities include a secondary school, three elementary schools, a seniors' centre, recreation centre, library, community police office, fire hall, community association, cemetery, and several places of worship. Private facilities include a large rod-and-gun club adjacent to the secondary school in the northeast and an equestrian club.

The community currently has access to a number of Township Parks including the Noel Booth Community Park, the Langley Passive Park, the Brookwood Skate Park, and three other neighbourhood parks. Twenty one hectares (52 acres) of municipal park provide access to two unique natural areas. The existing George Preston Recreation Centre provides access to ice for skating and curling as well as multi-purpose meeting space.

Brookwood-Fernridge is currently supported by three local retail service areas. The largest, Brookwood Village, is located at 40 Avenue and 200 Street, and provides approximately 18,000 square metres (200,000 square feet) of local retail to the community. There are two smaller commercial centres in the community, located at 40 Avenue and 208 Street and at 24 Avenue and 200 Street, providing a combined 9,000 square metres (96,000 square feet) of additional floor space for retail and service commercial uses.

4.0 POLICY CONTEXT

The plans, policies and initiatives that shall be considered during the Brookwood-Fernridge Community Plan update include the following:

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: The Township's Official Community Plan is a general statement of the broad objectives and policies to guide the growth and development of the entire municipality. The Official Community Plan emphasizes the need for each community to be designed to provide:

1. A mix of land uses (residential, commercial, industrial, institutional and recreational);
2. A mix of housing types (single family, duplexes, townhouses and apartments);
3. A variety of tenures (fee simple, strata and rental); and
4. A variety of transportation modes (pedestrian, bicycle, transit and automobile).

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.

Wildlife Habitat Conservation Strategy: In 2008, Township Council adopted a strategy to ensure long term planning and management of wildlife habitat by incorporating wildlife planning concerns into the planning process.

Anderson Creek Terrain Stability and Channel Morphology Assessments, 2006; Anderson Creek Geotechnical Review, 2012; and Anderson Creek Slope Stability Assessment, 2016 (in progress): 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 Brookswood-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 Brookswood-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 Brookswood-Fernridge area is located within the Anderson Creek 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 Brookswood-Fernridge is located above the Brookswood Aquifer.

Groundwater Supply Development Plan Phase 1 (in progress): In 2016, the Township commissioned a Township-wide study aimed at identifying appropriate long term and sustainable water supply options with minimal impacts on the environment and local aquifers. Potential source water options that will be evaluated include the use of aquifer recharge and storage techniques, installation of radial collector wells in strategic locations, new production wells in aquifers with a steady recharge source, and increased utilization of regional water supplies.

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 GOALS FOR THE PLANNING UPDATE PROCESS

The following goals will guide the Community Plan "Minor Update" process:

1. Establish the vision, objectives and planning policies for the Undeveloped Areas to guide the development of a liveable and sustainable community that balances the values, perspectives and character of the community with its responsibility as part of the Township and the Region. The updated plan and the associated policies should strive to be consistent and fit within the broader context of the Regional Growth Strategy, the Official Community Plan, Township strategies, policies and other initiatives.
2. 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 both those in the directly affected area and those in the wider community and rural surrounds are sought.
3. Update and revise the land use plan and the supporting land use policies of the 2014 Plan for the Undeveloped Areas, as delineated on Map 1 above, with the aim of accommodating an appropriate population projection for the entire Brookswood-Fernridge community.

6.0 PROJECT SCOPE

This project will include the following elements as the basis for updating the current Brookswood/Fernridge Community Plan (adopted in 1987):

1. Update the 'Introduction' section of the 2014 Plan to be consistent with and conform to the resulting post-process revisions to the 'Plan Objectives', 'Policies' and 'Development Permit Areas' sections of the Plan;

2. Update and revise the 'Vision' and 'Guiding Principles' of the 2014 Plan, through further public and stakeholder engagement, which reflects Council guidance to maintain the existing land use and development density in the Developed Areas and to provide opportunities for growth and redevelopment in the Undeveloped Areas, as delineated on Map 1 above;
3. Update and revise the land use plan and supporting land use policies for the Undeveloped Areas only of the Brookwood-Fernridge Community Plan, as delineated on Map 1 above, through:
 - ✓ Consideration of the background information and technical analysis used in the formulation of the 2014 version of said Community Plan; and
 - ✓ Consideration of public input obtained from the previous Brookwood-Fernridge Community Plan update process ending in 2014 and further public and stakeholder engagement,
 that addresses and conforms to all aspects of the project scope for this "Minor Update" and which may include, but not limited to:
 - ✓ An increase in the single family land use designations in the Undeveloped Areas;
 - ✓ A decrease in the density of the single family land use designations in the Undeveloped Areas;
 - ✓ A decrease in the multi-family land use designations in the Undeveloped Areas; and
 - ✓ A decrease in the density of the multi-family land use designations in the Undeveloped Areas;
 for the purpose of establishing an appropriate balance between the 1987 and 2014 overall ultimate population projections for the entire Brookwood-Fernridge community;
4. Update and revise the heritage, environment, transportation and circulation, and servicing policies and associated maps of the 2014 Plan, to be consistent with and conform to the land use policies for the Undeveloped Areas and the vision and guiding principles for the Developed Areas, as delineated on Map 1 above;
5. Update the implementation and phasing sections of the 2014 Plan such that future neighbourhood plan boundaries shall be entirely located within the Undeveloped Areas, as delineated on Map 1 above;
6. Review and update the Development Permit Areas and associated guidelines for form and character within the Developed (does not include changes to density or land use) and Undeveloped Areas of the Brookwood-Fernridge Community Plan;
7. Review and update the Development Permit Area guidelines for tree protection within the Developed (does not include changes to density or land use) and Undeveloped Areas of the Brookwood-Fernridge Community Plan, with consideration of the provisions of the Interim Tree Clear-Cutting Bylaw 2014 No. 5080;
8. Review and update the Development Permit Area guidelines for farmland protection within the Developed (does not include changes to density or land use) and Undeveloped Areas of the Brookwood-Fernridge Community Plan; and

9. Consider Development Permit Area guidelines for the promotion of energy conservation and greenhouse gas emission reduction within the Developed (does not include changes to density or land use) and Undeveloped Areas of the Brookswood-Fernridge Community Plan.

The Brookswood-Fernridge Community Plan ‘Minor Update’ will NOT include the following elements:

1. Changes to land use and supporting land use policies of the current (1987) Brookswood-Fernridge Community Plan within the Developed Areas, as delineated on Map 1 above, excluding those specified as part of the project scope; and
2. Further public engagement on aspects of the 2014 Plan, other than those specified above.

7.0 PUBLIC AND STAKEHOLDER ENGAGEMENT

An extensive and comprehensive public and stakeholder engagement program is key to a successful planning process and the development of a robust and publically-supportable community plan. The engagement program, which follows the parameters of Council OCP Consultation Policy 07-621 and integrates the recommendations of the Public Engagement Strategy for Planning and Development (endorsed by Council on March 21, 2016), will include 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 ideas and options; and
4. Ensure that Council, before making decisions, is made aware of the range of community opinion, technical material, and any other necessary information.

To realize these goals, a multi-pronged engagement approach will be applied to the Community Plan update process and will include consultation with the following:

- General Public
- Community Planning Team (CPT)
- External Agencies and Township Advisory Committees (Liaison & Referrals)

As noted in the Project Scope, the public and stakeholder engagement will be focused on the land use plan and supporting land use policies for the Undeveloped Areas, as delineated on Map 1 above.

7.1 General Public

The general public, who is comprised of residents and property owners within the Brookswood-Fernridge area and rural surrounds, business owners, workers and other interested individuals, will have multiple opportunities to become and stay informed and contribute and involve themselves in the update planning process. The community will have multiple opportunities that include, at a minimum, engagement through:

- ✓ Four (4) public open houses with opportunities to provide written feedback at the event and online after the event;
- ✓ Community dialogue sessions, that involve a series of small group conversations and discussion regarding specific community issues and opportunities, sharing of perspectives and clarifying misconceptions and misinformation;
- ✓ Gleaning information about the update process from the project webpage and subscribing to a Brookswood-Fernridge Community Plan update e-mail list;
- ✓ Interactive online engagement tools (such as MetroQuest) for the public to provide input and prioritization ideas, opportunities and options; and
- ✓ Public workshops that involve a series of small group meetings with specific objectives, such as, but not limited to, providing feedback on the draft vision statements, guiding principles and land use options.

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

- ✓ 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, as appropriate;
- ✓ 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 Brookswood-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, as appropriate.

7.2 Community Planning Team

A Community Planning Team (CPT) will be formed and exist for the length of the planning process, and will provide critical input, active involvement and important contributions throughout the Community Plan update process. The members will represent various stakeholder individuals and groups, including non-profit community associations, resident representatives, business and property owners, the development community and environmental groups. Their specific task will be to assist staff in generating and evaluating a range of opportunities into options for the general public's consideration and comment.

Engagement with the CPT over the length of the planning process will be accomplished through participation in roughly six to eight evening meetings. Attendance and contributions at the other open house events would also be encouraged. The CPT will serve as valuable contributor to the completion of the Community Plan update, will provide critical input, active involvement and important contributions to planning process and to comment on project deliverables throughout the process.

7.3 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 Village Merchants Association
- Urban Development Institute; Greater Vancouver Homebuilder's Association
- Agricultural Advisory and Economic Enhancement Committee; Heritage Advisory Committee; Recreation, Culture, and Parks Advisory Committee; and Seniors Advisory Committee

The draft Community Plan will also be referred to the external agencies for review and comment prior to Council's consideration and to comply with Sections 475 and 476 of the *Local Government Act* consultation requirements.

8.0 PROJECT MANAGEMENT

The Long Range Planning Department will lead the planning process and manage the work program. An inter-disciplinary Technical Team (TT) will be assembled to assist Long Range Planning with the project and provide necessary professional expertise. The TT should 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, Fire and RCMP (as necessary)

To support the Plan update, external consultant(s) will be drawn upon to augment staff resources and provide expertise, as necessary, for strategic work components, including public engagement activities and issues management. External consultant(s) will be funded within existing Department budgets.

9.0 WORK PLAN

The work program for the Brookswood-Fernridge Community Plan update will include assembling, analyzing and presenting background information, identifying, developing and presenting ideas, opportunities and choices, and proposing draft land use, policy and design guidelines and other implementation measures. The 18 month planning process will consist of five key phases of work:

- Phase 1: Definition – Pre-Launch Determination + Public Engagement
- Phase 2: Discovery – Background, Context and Policy Analysis
- Phase 3: Visioning – Ideas, Opportunities and Options
- Phase 4: Planning – Preferred Land Use and Strategic Plan Directions
- Phase 5: Adoption – Complete Draft Plan and Council Consideration

Phase 1: Definition – Pre-Launch Determination + Public Engagement

Scope

Phase 1 of the work program begins with a Report to Council highlighting the proposed Terms of Reference for the minor Community Plan update, including a more detailed framework for the public engagement program (this document). Phase 1 then involves raising awareness of the Community Plan update, communicating the scope and timeline of the Plan update and providing an early opportunity to gather input on community values, key issues and opportunities. Phase 1 also involves the convening of a Community Planning Team (CPT) that will provide critical input, active involvement and important contributions throughout the Community Plan update process.

Engagement & Communications

The engagement and communications for Phase 1 begins by raising the awareness of the general public through a formal launch of the project webpage and the development of an email notification list. The project webpage will then be augmented with a series of Backgrounders and Illustrated Videos that summarize the existing policy context and outline opportunities for the Plan update.

Contact with external agencies and Township advisory committees will be established in Phase 1 through written notification of the Plan update. The CPT will also be convened in this phase in accordance with the CPT Terms of Reference.

Community dialogue sessions, with land owners, residents and other interested parties, and a public open house will be part of this phase, in order to:

- Raise awareness about the Brookswood-Fernridge Community Plan engagement and 'Minor Update' planning 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 environmental context/constraints of the study area;
- Review the existing policy for the Brookswood-Fernridge area;
- Understand community values and build trust and working relationships in the area;
- Gather early input and ideas on issues and opportunities; and
- Begin developing the contact and e-mail notification list for the Project.

Phase 1 of the Brookswood-Fernridge Community Plan update process will conclude with a Consultation Summary that summarizes the events and results of this phase.

Process, Schedule and Deliverables

Process & Deliverables	Estimated Schedule
<p>1. Project Initiation</p> <ul style="list-style-type: none"> • Prepare and present a Report to Council regarding: <ul style="list-style-type: none"> ✓ The project's Terms of Reference, including further details regarding public and stakeholder engagement for the Community Plan update ✓ The Community Planning Team (CPT) Terms of Reference • Issue Request for Proposals (RFP) for consultants with expertise in public and stakeholder engagement and issues management • Formalize the Technical Team (TT) • Organize and conduct an inaugural meeting with the TT to discuss process, timeline, logistics, preliminary policy considerations and staff responsibilities/support • Complete and formally launch the project webpage to raise awareness about the Community Plan update and begin to establish the webpage as the 'go-to' for information on the Plan update 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>Q2 2016</p>

Process & Deliverables	Estimated Schedule
2. Assemble and Convene the Community Planning Team (CPT) <ul style="list-style-type: none"> • Launch communications, including webpage and newspaper, to advertise for interested participants on the CPT • Prepare and present a Report to Council regarding the CPT applicants for consideration and confirmation • Prepare and conduct the first CPT meeting: <ul style="list-style-type: none"> ✓ Present overview of the community plan process and deliverables, and site and policy context/framework ✓ Present principles for ‘Complete Communities’ ✓ Obtain early input on community values, opportunities and challenges, ideas and aspirations, and ‘key issues’ 	Q2 2016
3. Backgrounders and Illustrated Videos <ul style="list-style-type: none"> • Prepare a series of Backgrounders and Illustrated Videos for the purposes of summarizing the existing policy context and opportunities for the plan update process and include titles such as: <ul style="list-style-type: none"> ✓ What is Langley’s Growth Plan? ✓ Planning for complete communities ✓ What is edge planning? 	Q2 2016
4. Open Door Community Dialogues Sessions <ul style="list-style-type: none"> • Launch communications, including webpage, newspaper and other social media, to advertise community dialogue sessions • Prepare and conduct Open Door Community Dialogues Sessions to provide an early opportunity for land owners, residents and other interested parties in and around the Brookwood-Fernridge area <ul style="list-style-type: none"> ✓ To familiarize themselves about the Plan update ✓ To understand the scope and timeline of the Plan update ✓ To provide early input on community values, opportunities and challenges, ideas and aspirations, and ‘key issues’ 	Q2 2016
5. Public Open House #1 <ul style="list-style-type: none"> • Launch communications, including webpage, newspaper and other social media, advertising upcoming open house event • Prepare and conduct Public Open House #1 to provide an early opportunity for land owners, residents and other interested parties in and around the Brookwood-Fernridge area: <ul style="list-style-type: none"> ✓ To familiarize themselves about the Plan update ✓ To understand the scope and timeline of the Plan update ✓ To provide early input on community values, opportunities and challenges, ideas and aspirations, and ‘key issues’ 	Q2 2016

Process & Deliverables	Estimated Schedule
6. Consultation Summary and Council Update <ul style="list-style-type: none"> Conclude Phase 1 with a Consultation Summary and an update to Council 	Q3 2016

Phase 2: Discovery – Background, Context and Policy Analysis

Scope

In Phase 2, demographic and land use data, analysis of existing conditions, housing stock and community character examination, policy analysis and other baseline information will be compiled. This analysis and findings will be consolidated into a Community, Policy and Technical Profile, which will include a summary of the key technical and public feedback information that was completed in conjunction with the planning process ending in 2014. The Profile will serve as key inputs for public communications and engagement for this phase of the planning process, including the development of a Vision and set of Guiding Principles for the Community Plan and initial ideas, opportunities and options for implementing the Vision and Guiding Principles.

Engagement & Communications

The consultation for Phase 2 will include meetings with the CPT, workshops with property owners, residents and interested parties and a public open house. The focus of these events will be on:

- Developing an understanding of the policy and technical context of the Brookswood-Fernridge area, particularly for the Undeveloped Areas;
- Developing a Vision and set of Guiding Principles for the Community Plan (both Undeveloped and Developed Areas)
- Obtaining initial ideas, opportunities and options for implementing the Vision and Guiding Principles

Phase 2 of the Brookswood-Fernridge Community Plan update process will conclude with a Consultation Summary that summarizes the events and results of this phase.

Process, Schedule and Deliverables

Process & Deliverables	Estimated Schedule
7. Background, Context and Policy Review <ul style="list-style-type: none"> Conduct a meeting with the TT to identify themes and contributions to the development of a Community, Policy and Technical Profile. Prepare a Community, Policy and Technical Profile that includes demographic and land use data, analysis of existing conditions, housing stock, policy analysis and context, previously received public feedback and other baseline information. Conduct a meeting with the TT to review and finalize the Community, Policy and Technical Profile. 	Q3 2016

Process & Deliverables	Estimated Schedule
8. CPT Meetings <ul style="list-style-type: none"> • Prepare and conduct a series of evening Meetings with the Community Planning Team: <ul style="list-style-type: none"> ✓ Review of the Community, Policy and Technical Profile ✓ Vision and Guiding Principles of the Undeveloped and Developed Areas of Brookswood-Fernridge ✓ Initial ideas, opportunities and options for implementing the Vision and Guiding Principles 	Q3 2016
9. Public Workshops <ul style="list-style-type: none"> • Prepare and conduct a series of public workshops with residents, property owners, other interested parties: <ul style="list-style-type: none"> ✓ Review of the Community, Policy and Technical Profile ✓ Vision and Guiding Principles for the Undeveloped and Developed Areas of Brookswood-Fernridge ✓ Initial ideas, opportunities and options for implementing the Vision and Guiding Principles 	Q3 2016
10. Council Update <ul style="list-style-type: none"> • Prepare and present an update to Council that provides an overview of the Phase 2 activities to date and information about the upcoming open house 	Q4 2016
11. Public Open House #2 <ul style="list-style-type: none"> • Launch communications advertising upcoming open house event • Prepare and conduct the Public Open House #2 to provide an opportunity for land owners, residents and other interested parties in and around the Brookswood-Fernridge area: <ul style="list-style-type: none"> ✓ To provide feedback on draft Vision and Guiding Principles for the Undeveloped and Developed Areas ✓ To provide input on the contents and key findings of the Community, Policy and Technical Profile ✓ To provide initial ideas, opportunities and options for implementing the Vision and Guiding Principles 	Q4 2016
12. Consultation Summary and Council Update <ul style="list-style-type: none"> • Conclude Phase 2 with a Consultation Summary and an update to Council 	Q4 2016

Phase 3: Visioning – Ideas, Opportunities and Options**Scope**

Phase 3 of the Plan update will involve integrating the technical analysis and consultation feedback received in Phase 2, as well as the work from the previous planning process, to the development of ideas, opportunities and options for land use and strategic policy directions in the Undeveloped Areas. Additional consultation throughout this phase will assist in refining, prioritizing, integrating, synthesizing and consolidating ideas, opportunities and options, and will in turn serve as a key input for public communications and a source for consultation feedback for the concluding public engagement events in Phase 3.

Engagement & Communications

Phase 3 of the Plan update will continue to involve consultation with the CPT and the general public. The CPT will meet to develop preliminary options for the land use structure and framework of the Undeveloped Areas. The general public will then be invited to provide feedback on the preliminary land use structure and framework options through online engagement. The CPT will meet again to review the feedback from the general public gathered through the online engagement activities and develop preliminary land use options and policy directions for Undeveloped Areas. The engagement activities in Phase 3 will conclude with a public open house to obtain feedback on the preliminary land use options and policy directions for the Undeveloped Areas.

Phase 3 of the Brookswood-Fernridge Community Plan update process will conclude with a Consultation Summary that summarizes the events and results of this phase.

Process, Schedule and Deliverables

Process & Deliverables	Estimated Schedule
13. CPT and TT Meetings <ul style="list-style-type: none"> Prepare and conduct a series of evening meetings and site tours with the CPT and weekday meetings with the TT: <ul style="list-style-type: none"> ✓ Review feedback from Phase 2 public engagement ✓ Refine Vision and Guiding Principles for the Undeveloped and Developed Areas ✓ Develop preliminary options for the land use structure and framework of the Undeveloped Areas 	Q4 2016
14. Online Public Engagement <ul style="list-style-type: none"> Launch communications advertising online public engagement Prepare and administer online public engagement tools to seek feedback on the preliminary options for the land use structure and framework of the Undeveloped Areas 	Q4 2016
15. CPT and TT Meetings <ul style="list-style-type: none"> Prepare and conduct a series of evening meetings with the CPT and weekday meetings with the TT: <ul style="list-style-type: none"> ✓ Review feedback from online public engagement ✓ Develop preliminary land use options and policy directions for Undeveloped Areas 	Q1 2017

Process & Deliverables	Estimated Schedule
16. Council Update <ul style="list-style-type: none"> • Prepare and present an update to Council that provides an overview of the Phase 3 activities to date and information about the upcoming open house 	Q1 2017
17. Public Open House #3 <ul style="list-style-type: none"> • Launch communications advertising upcoming open house event • Prepare and conduct the Public Open House #3 to provide an opportunity for land owners, residents and other interested parties in and around the Brookswood-Fernridge area to provide feedback on the preliminary land use options and policy directions for the Undeveloped Areas 	Q1 2017
18. Consultation Summary and Council Update <ul style="list-style-type: none"> • Conclude Phase 3 with a Consultation Summary and an update to Council 	Q2 2017

Phase 4: Planning – Preferred Land Use and Strategic Plan Directions

Scope

In Phase 4 the planning work will involve integrating the technical analysis and consultation feedback received in the previous phases of the process to prepare a preferred land use plan and strategic policy directions. Further technical analysis is included in this phase in the form of a general servicing concept for an integrated transportation network and utility systems.

Engagement & Communications

Phase 4 of the Plan update will continue to involve consultation, communication and public engagement with the CPT and general public. The CPT's efforts will primarily consist of meetings to develop a draft preferred land use plan and strategic policies for the Undeveloped Areas. Through workshops, the general public will be invited to provide detailed feedback on the draft preferred land use plan and corresponding strategic policy directions for the Undeveloped Areas. The engagement activities in Phase 4 will conclude with a public open house to obtain feedback on the preferred land use plan and strategic policy directions for the Undeveloped Areas.

Phase 4 of the Brookswood-Fernridge Community Plan update process will conclude with a Consultation Summary that summarizes the events and results of this phase.

Process, Schedule and Deliverables

Process & Deliverables	Estimated Schedule
19. CPT and TT Meetings <ul style="list-style-type: none"> • Prepare and conduct a series of evening meetings with the CPT and weekday meetings with the TT: <ul style="list-style-type: none"> ✓ Review feedback from Open House #3 ✓ Develop a draft preferred land use plan and corresponding strategic policy directions for the Undeveloped Areas 	Q2 2017
20. Servicing Concepts <ul style="list-style-type: none"> • Initiate an engineering servicing concept that considers the roads and utility systems (water, sanitary sewer and stormwater management) required to support the draft preferred land use plan • Meet with the TT as necessary 	Q2 2017
21. Public Workshops <ul style="list-style-type: none"> • Prepare and conduct a series of public workshops with residents, property owners, and other interested parties to seek feedback on the draft preferred land use plan and corresponding strategic policy directions for the Undeveloped Areas 	Q2 2017
22. TT Meetings <ul style="list-style-type: none"> • Prepare and conduct a series of weekday meetings with the TT: <ul style="list-style-type: none"> ✓ Review feedback from public workshops ✓ Refine the draft preferred land use plan and corresponding strategic policy directions for Undeveloped Areas 	Q2 2017
23. Council Update <ul style="list-style-type: none"> • Prepare and present an update to Council that provides an overview of the Phase 4 activities to date and information about the upcoming open house 	Q2 2017
24. Public Open House #4 <ul style="list-style-type: none"> • Launch communications advertising upcoming open house event • Prepare and conduct the Public Open House #4 to provide an opportunity for land owners, residents and other interested parties in and around the Brookwood-Fernridge area to provide feedback on the preferred land use plan and corresponding strategic policy directions for the Undeveloped Areas 	Q2 2017
25. Consultation Summary and Council Update <ul style="list-style-type: none"> • Conclude Phase 4 with a Consultation Summary and an update to Council 	Q3 2017

Phase 5: Adoption – Complete Draft Plan and Council Consideration**Scope**

In Phase 5 the technical analysis and consultation feedback received in the previous phases will be integrated into a draft Community Plan, including general servicing concept plans and development permit area guidelines. Further consultation will assist with the refinement of the draft Plan, before the formal adoption process.

Engagement & Communications

Phase 5 of the Plan update will continue to involve consultation, communication and public engagement with the CPT and general public as well as additional consultation with external agencies. The CPT will continue engagement activities through meetings to discuss and provide input on the draft Plan and other key deliverables. The general public will be provided the opportunity to review and provide comment on the draft Plan before Council's consideration. Phase 5 of the engagement process will conclude with a Report to Council, requesting Council's consideration of required bylaw readings, and will include the formal Public Hearing.

Process, Schedule and Deliverables

Process & Deliverables	Estimated Schedule
26. CPT and TT Meetings <ul style="list-style-type: none"> Prepare and conduct a series of evening meetings with the CPT and weekday meetings with the TT: <ul style="list-style-type: none"> ✓ Review feedback from Open House #4 and refine the preferred land use plan and strategic policy directions ✓ Provide input into draft Plan 	Q3 2017
27. Draft Plan <ul style="list-style-type: none"> Considering all input and feedback received to date, prepare a draft Plan, including policies and design guidelines Meet with TT as required 	Q3 2017
28. Public and External Agency Consultation on Draft Plan <ul style="list-style-type: none"> Launch communications advertising opportunities to provide comment on the draft Plan Post the draft Plan on the project webpage and make print copies of the draft Plan available for review and feedback Refer the draft Plan to external agencies for formal comment 	Q3 2017
29. Initiate Bylaw Process <ul style="list-style-type: none"> Consider and integrate consultation feedback into the draft Plan Prepare and present the draft Plan in bylaw format for Council's consideration, along with an accompanying Council report summarizing the consultation outcomes of Phase 5 Prepare for public hearing after first and second reading of the bylaw 	Q4 2017

10.0 OUTLINE OF THE BROOKSWOOD-FERNRIDGE COMMUNITY PLAN

The updated Community Plan may contain, but is not limited to, the following components:

- ✓ a statement outlining the overall vision for the community;
- ✓ a set of guiding principles that reflect and build upon the policies of the Official Community Plan, with additional detail to reflect the long term guiding principles for the Brookswood-Fernridge area;
- ✓ policies for the development of each land use designation, including residential and commercial policies;
- ✓ policies for the provision of community services and amenities, including schools, recreation facilities, parks and trails;
- ✓ policies to protect identified sites of heritage significance;
- ✓ 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;
- ✓ policies for community amenity contributions;
- ✓ an implementation and phasing plan;
- ✓ development permit area guidelines for form and character, tree protection, farmland protection and, potentially, energy conservation and greenhouse gas emission reduction; and
- ✓ associated maps and figures, including, but not limited to:
 - a map showing the proposed land uses for each property;
 - maps showing the applicable development permit areas;
 - maps showing existing and proposed schools, parks, conservation areas and trails;
 - maps showing the ultimate transportation network;
 - maps showing the servicing concept, including the conceptual location of stormwater detention ponds;
 - a map showing the boundaries of the neighbourhood plan areas.

BROOKSWOOD-FERNRIDGE COMMUNITY PLANNING TEAM

Terms of Reference

1.0 INTRODUCTION

In January 2016, Council directed staff to proceed with a “Minor Update” to the Brookswood-Fernridge Community Plan, based on the research, input and information collected to date, for completion of the Undeveloped Areas, as delineated on Map 1 below. The Terms of Reference for the Brookswood-Fernridge Community Plan Minor Update include the establishment of and consultation with a Community Planning Team (CPT) representing area residents and other community groups and organizations.

1.1 Purpose of the Community Planning Team (CPT)

The purpose of the Community Planning Team (CPT) is to provide input to the Township through project staff on the preparation of the minor update of the Brookswood-Fernridge Community Plan. Throughout the plan process the CPT will provide feedback into the development of the Brookswood-Fernridge Community Plan minor update, as defined by the projects Terms of Reference, by:

- A. Reviewing and providing input on the following:
 - i. Material prepared by project staff;
 - ii. Vision, guiding principles and draft plan policies;
 - iii. Land use and servicing ideas and options;
- B. Sharing their perspectives on the future of the Plan area; and
- C. Reporting back to their community and organizations on plan progress and key discussions.

The primary role of the CPT 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 and input into the preparation of the minor update to the Brookswood-Fernridge Community Plan. The CPT 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 Brookswood-Fernridge CPT. The purpose of the Terms of Reference are to provide a clear understanding of:

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

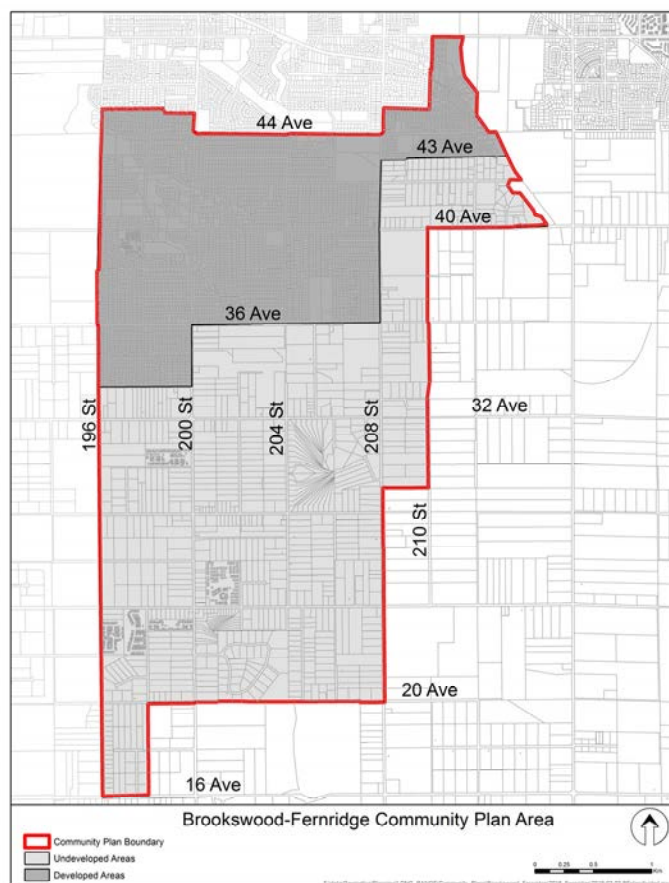
2.0 COMPOSITION OF THE CPT

To represent a broad range of interests, membership for this volunteer CPT will consist of a maximum of 16 members. The CPT will include representation from a number of stakeholders and community organizations and will be composed of:

- 6 persons owning property and/or residing within the Undeveloped Areas, as delineated on Map 1 below;
- 2 persons owning property and/or residing within the Developed Areas, as delineated on Map 1 below;
- 2 persons owning property and/or residing within the rural area surrounding the Community Plan boundary, as delineated on Map 1 below;
- 2 persons owning a business within the Community Plan boundary (or representatives from the Brookswood Village Merchants Association), as delineated on Map 1 below;
- 1 person representing local seniors (Brookswood Seniors Citizens Centre);
- 1 person representing a Parent Advisory Council member (Local School);
- 1 person representing a local non-profit environmental organization; and
- 1 person representing the development (Urban Development Institute) and/or building (Greater Vancouver Home Builders Association) industry.

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.

Map 1: Brookswood-Fernridge Community Plan Area



2.1 Recruitment Process

The CPT 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 Brookswood-Fernridge Community Plan update;

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 draft Terms of Reference. The application form will be made available electronically on the Township's webpage and in paper copy at the Civic Facility and George Preston Recreation Centre. Completed application forms will be accepted both electronically and in paper copy.

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. CPT members shall be selected by Council resolution.

Any vacancies in the CPT 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 CPT

The CPT will serve as a valuable contributor to the completion of the minor Community Plan update by providing critical input, active involvement and important contributions to the planning process and by commenting and advising on project deliverables. As detailed more specifically by the work plan in the Terms of Reference for the Brookswood-Fernridge Community Plan Minor Update, the CPT will provide feedback and input to the following:

- Community values, opportunities and challenges, ideas and aspirations and 'key issues';
- Vision and Guiding Principles for the Undeveloped and Developed Areas;
- Initial ideas, opportunities and options for implementing the Vision and Guiding Principles;
- Preliminary options for the land use structure and framework of the Undeveloped Areas;
- Preliminary land use options and policy directions for the Undeveloped Areas;
- Preferred land use plan and corresponding strategic policy directions for the Undeveloped Areas
- Other ideas and suggestions for the draft Community Plan.

The input, involvement and contributions provided by the CPT are subject to the goals for the planning update process and the project scope, as detailed in the Terms of Reference for the Brookwood-Fernridge Community Plan Minor Update.

4.0 ROLES AND RESPONSIBILITIES

4.1 Roles and Responsibilities of the CPT

The CPT shall fulfill its mandate by attending 6 to 8 weekday evening meetings or workshops throughout the minor Community Plan update process (approximately May 2016 – September 2017). The CPT is also encouraged to attend other public engagement events throughout the Plan update process.

4.2 Roles and Responsibilities of Township staff and external consultants

Township staff and external consultants shall support the work of the CPT by:

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

4.3 Procedures

- Meetings or workshops will be organized and facilitated by the Township of Langley
- Invitations to workshop events will be communicated through Canada Post, phone and e-mail and determined appropriate by the CPT members
- Input from the CPT will be reported to Council and will be used along with other input and feedback received through other public engagement events in preparing the minor update to the Brookwood-Fernridge Community Plan.

5.0 ADMINISTRATIVE ITEMS

5.1 Remuneration

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

**SCHEDULE A
BROOKSWOOD-FERNRIDGE COMMUNITY PLANNING TEAM
APPLICATION FORM**

Full Name: _____

Phone Number: _____ **Email Address:** _____

Please check all the applicable boxes and complete the information below each checked box:

☐ I live or own property in Brookwood-Fernridge

Property Address: _____

☐ I live or own property in the rural area surrounding Brookwood-Fernridge

Property Address: _____

☐ I own a business in Brookwood-Fernridge

Business Address: _____

Business Name: _____

☐ I am a member of the Brookwood Village Merchants Association

☐ I am a member of a local seniors organization

Name of Organization: _____

☐ I am a member of a local Parent Advisory Council

Name of School: _____

☐ I represent a local non-profit environmental organization

Name of Organization: _____

☐ I represent the development and/or building industry

Name of Organization or Company: _____

In 100 words or less, tell us why you're interested in being a member of the Brookwood-Fernridge Community Planning Team?

Summary of Public Engagement Strategy Recommended Actions being implemented as part of the Brookwood-Fernridge Community Plan Minor Update

Public Engagement Strategy Recommended Actions	Brookwood-Fernridge Community Plan Minor Update
3.4 Organize all engagement efforts in phases to make it easy for people to understand where we are in a process and review earlier phase activities, findings and decisions	<ul style="list-style-type: none"> - The work plan is organized in five (5) phases that have a clear scope, engagement and communications, and process, schedule and deliverables - Each phase of the planning process concludes with a summary of the events and results of that phase, including consultation outcomes, and this summary will be publically accessible
3.5 Clearly document, explain and share the results of engagement efforts in a transparent manner	<ul style="list-style-type: none"> - Public and stakeholder input will be documented in conjunction with each engagement activity in a way that is appropriate for that particular activity - Engagement activities within each phase of the work plan provide opportunities to review the results of engagement activities earlier in that phase or in previous phases - Each phase of the planning process concludes with a summary of the events and results of that phase, including consultation outcomes, and this summary will be publically accessible
4.1 Provide appropriate budgets, timelines and staff resources to support engagement projects	<ul style="list-style-type: none"> - A budget of approximately \$150,000 is proposed for the minor Community Plan update, a significant portion of which will be allocated towards engagement and communication activities - Long Range Planning staff resources will be augmented with support from internal departments and external consultants
4.5 Use some of the techniques showcased in the Committee's open houses at future engagement events	<ul style="list-style-type: none"> - The open houses will incorporate innovative techniques, including those showcased at Committee's open houses (where appropriate)
4.6 Consider contracting "citizen dialogue" practitioners to offer "taste of dialogue" or "deep dialogue" formats at selected, key engagement events	<ul style="list-style-type: none"> - Community dialogues sessions are proposed during the first phase of the planning process, with small group workshops proposed during the second and fourth phases - External consultants will be retained to assist with the delivery of various engagement activities
4.9 When/where possible, schedule engagement events to avoid schedule conflicts for Councillors and community members	<ul style="list-style-type: none"> - Every effort will be made to schedule engagement activities to avoid conflicts for community members and Councillors

Public Engagement Strategy Recommended Actions	Brookwood-Fernridge Community Plan Minor Update
4.10 Improve working relationships with community members to partner on widespread notification and engagement	<ul style="list-style-type: none"> - A specific objective of the engagement activities in the first phase of the planning process is to build trust and working relationships in the area to facilitate, among other items, improved communications and engagement in the latter phases
5.5 Develop a YouTube channel and a series of short videos explaining the fundamentals of planning and development	<ul style="list-style-type: none"> - In the first phase of the planning process, illustrated videos will be reused or created to summarize the existing policy context and opportunities for the Plan update
5.7 Ensure the public receives the information they need to participate effectively in engagement activities, with sufficient time to read the material beforehand	<ul style="list-style-type: none"> - Every effort will be made to include comprehensive information at each engagement activity - Where appropriate, information will be made available in advance of engagement activities - Where applicable, the public will have the opportunity to provide feedback after the engagement activities
5.8 Develop easy-to-use staff guidelines on how to address misinformation and respond to critical opinions	<ul style="list-style-type: none"> - Township staff and external consultants will be provided guidelines on how to address misinformation and respond to critical opinions and will meet to discuss those guidelines in advance of engagement activities
5.9 Where appropriate, involve third-party experts and/or facilitators to ensure public confidence in projects	<ul style="list-style-type: none"> - External consultants will be retained to assist with the preparation and delivery of various engagement activities
6.5 If possible, establish and maintain email (and mailing) contact databases for each Township neighbourhood	<ul style="list-style-type: none"> - An email contact list will be established as part of the planning process to provide interested individuals project communications and updates
6.8 Clarify roles, rights and responsibilities for all participants	<ul style="list-style-type: none"> - A specific objective of the engagement activities in the first phase of the planning process is to frame the planning and engagement process in terms of what is (and isn't) in the scope of the project and what the opportunities to get involved will be - The Terms of Reference for the Community Planning Team outlines the roles and responsibilities of the Community Planning Team, Township staff and external consultants

Public Engagement Strategy Recommended Actions	Brookwood-Fernridge Community Plan Minor Update
7.1 Document the formats used currently and identify suitable and fun tools that could easily be added	<ul style="list-style-type: none"> - Multiple and varied formats for public engagement are proposed throughout the five phases of the work plan - External consultants will be retained to help identify suitable and fun techniques to be used at the engagement activities
7.2 Continue to make use of online tools to notify, inform, listen and discuss issues with the community	<ul style="list-style-type: none"> - A webpage and an email notification list will be used to communicate project updates and opportunities for input - In the third phase of the planning process, interactive online engagement tools will be used for the public to provide input and assist with the prioritization ideas, opportunities and options
7.5 Make it easier to participate by “going to people” and offering opportunities that fit easily into busy schedules and meet the needs of different people	<ul style="list-style-type: none"> - Every effort will be made to hold the engagement activities within the Brookwood-Fernridge area - Smaller group meetings will be scheduled at a variety of different times (ie. during and outside of working hours) - Information presented at open houses will be made available online to allow people that did not attend the open house to review the information and provide input - Township staff will be available during regular working hours to respond to questions and receive input (in person, by telephone and by email)
8.1 Collect important profile information when doing face-to-face or digital engagement	<ul style="list-style-type: none"> - Where appropriate, every effort will be made to collect profile information in conjunction with the engagement activities
8.2 Make specific efforts to notify and then to carefully consider the comments and perspectives of local community members	<ul style="list-style-type: none"> - In preparation for the engagement activities, a variety of communication methods will be utilized - Input received as part of each engagement activity will be carefully considered and used to inform subsequent work - Each phase of the planning process concludes with a summary of the events and results of that phase, including consultation outcomes, and this summary will be publically accessible
8.3 Focus on community values early in the engagement process and build on them on subsequent phases	<ul style="list-style-type: none"> - A specific objective of the engagement activities in the first phase of the planning process is to understand community values, which will help inform the work in subsequent phases

Public Engagement Strategy Recommended Actions	Brookswood-Fernridge Community Plan Minor Update
9.3 Make public any important planning assumptions and existing legal or policy commitments that impact planning decisions	<ul style="list-style-type: none"> - The Terms of Reference for the minor Community Plan update (a public document) clearly indicates the policy context and the goals for the minor update - A specific objective of the engagement activities in the first phase of the planning process is to frame the planning process in terms of what is (and isn't) in the scope of this project
9.4 Try to bridge community divides by focusing on values early in the engagement process and creating opportunities for participants to share thoughts and to listen to one another	<ul style="list-style-type: none"> - A specific objective of the engagement activities in the first phase of the planning process is to understand community values to help develop unique and creative responses to the policy context - Several small group engagement activities are planned to give opportunities for participants to share thoughts and to listen to one another
10.1 Develop accessible information (such as videos and infographics) to raise public awareness about planning context and the comprehensive planning approach to development and growth management	<ul style="list-style-type: none"> - In the first phase of the planning process, backgrounders and illustrated videos will be reused or created to summarize the existing policy context and opportunities for the Plan update - Every effort will be made to ensure that communications and engagement activities throughout the planning process utilize clear information