

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.

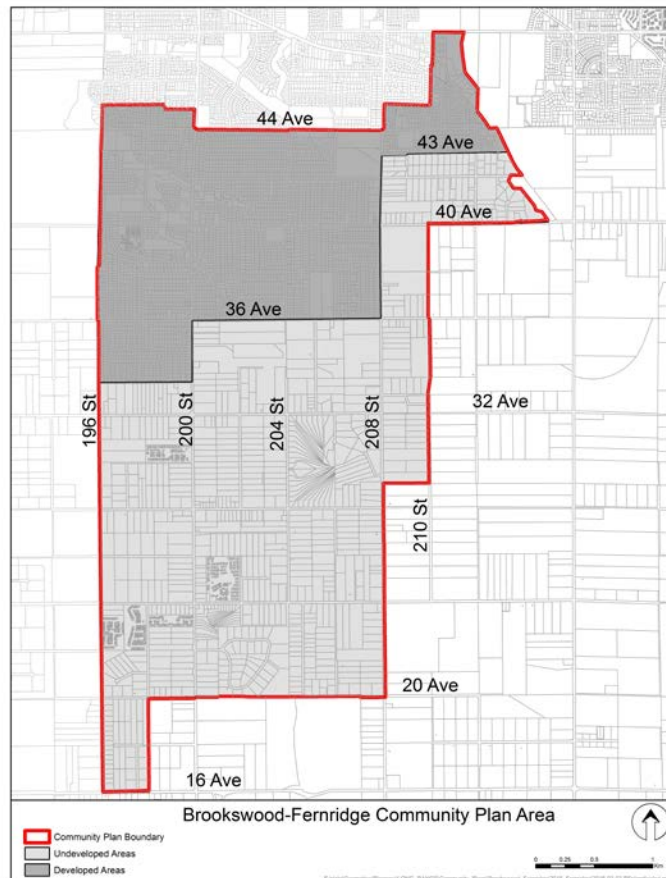
2.0 COMPOSITION OF THE CPT

To represent a broad range of interests, membership for this volunteer CPT will consist of a maximum of 17 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;
- 1 person residing in a manufactured home park within the Community Plan boundary, 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 Brookwood Village Merchants Association), as delineated on Map 1 below;
- 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.

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. A minimum of 10 members shall reside within the Community Plan boundary, as delineated on Map 1 below.

Map 1: Brookwood-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 Brookswood-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 Brookswood-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: _____

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

Home 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 in a manufactured home park in Brookwood-Fernridge

Property Address or Name of Park: _____

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?