

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

### **Terms of Reference**

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#### **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:

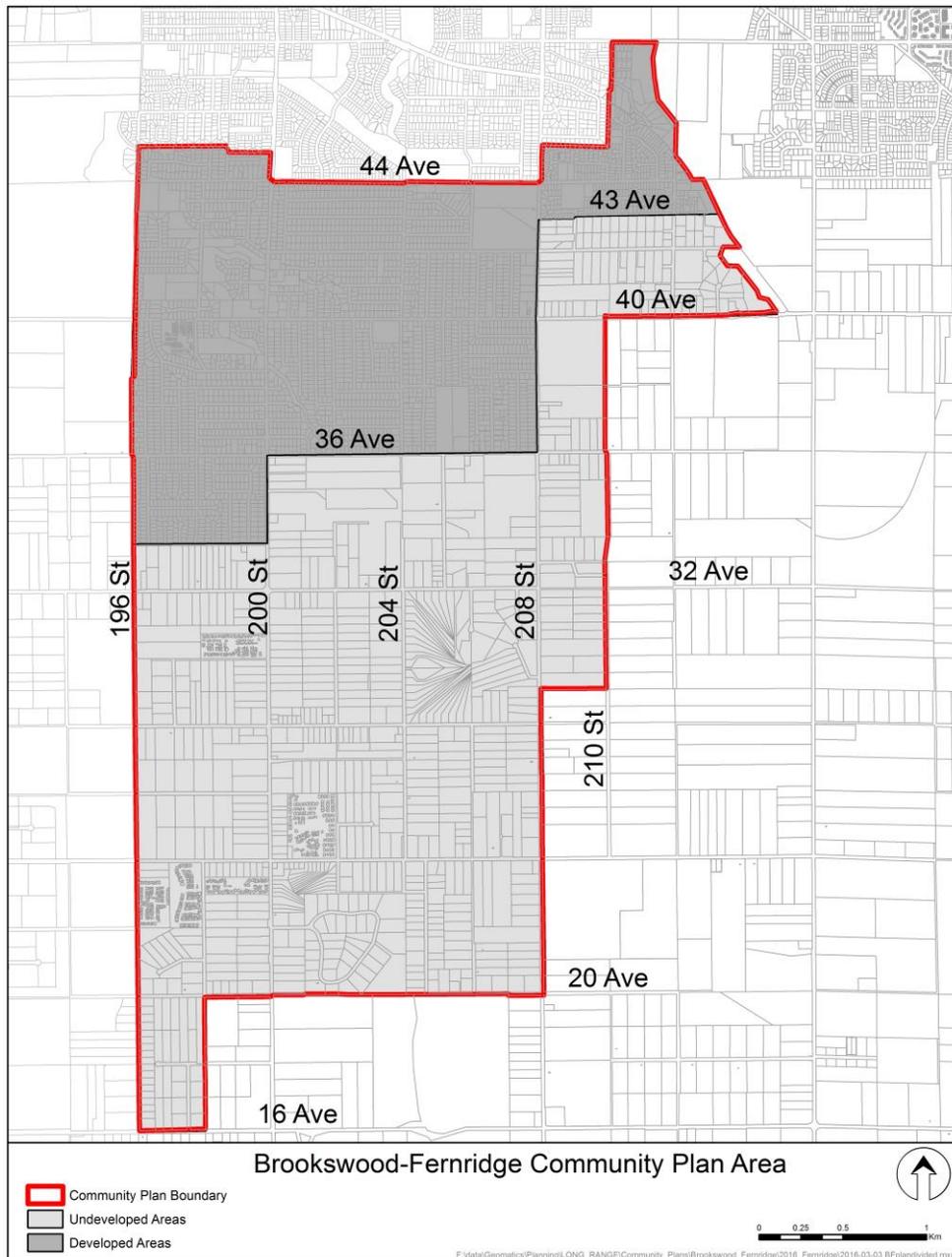
- Quarter-acre Lots: The first area is bounded by 44 Avenue (north), 208 Street (east), 36 Avenue (between 200 Street and 208 Street), 33A Avenue (between 196 Street and 200 Street), and 196 Street (west). The lots in this sub-area are generally one-quarter acre in size and generally serviced by privately 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 Brookswood-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 Brookswood-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 Brookswood-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 Brookswood-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 Brookswood-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 Brookswood-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
- Brookswood 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***

<b>Process &amp; Deliverables</b>	<b>Estimated Schedule</b>
<p><b>1. Project Initiation</b></p> <ul style="list-style-type: none"> <li>• Prepare and present a Report to Council regarding:                             <ul style="list-style-type: none"> <li>✓ The project’s Terms of Reference, including further details regarding public and stakeholder engagement for the Community Plan update</li> <li>✓ The Community Planning Team (CPT) Terms of Reference</li> </ul> </li> <li>• Issue Request for Proposals (RFP) for consultants with expertise in public and stakeholder engagement and issues management</li> <li>• Formalize the Technical Team (TT)</li> <li>• Organize and conduct an inaugural meeting with the TT to discuss process, timeline, logistics, preliminary policy considerations and staff responsibilities/support</li> <li>• 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</li> <li>• Develop a contact and email notification list</li> <li>• Establish contact with external agencies and Township advisory committees through written notification, outlining opportunities for input</li> </ul>	<p>Q2 2016</p>

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

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

**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 Brookwood-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 Brookwood-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><b>7. Background, Context and Policy Review</b></p> <ul style="list-style-type: none"> <li>• Conduct a meeting with the TT to identify themes and contributions to the development of a Community, Policy and Technical Profile.</li> <li>• 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.</li> <li>• Conduct a meeting with the TT to review and finalize the Community, Policy and Technical Profile.</li> </ul>	<p>Q3 2016</p>

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

**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
<p><b>13. CPT and TT Meetings</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>✓ Review feedback from Phase 2 public engagement</li> <li>✓ Refine Vision and Guiding Principles for the Undeveloped and Developed Areas</li> <li>✓ Develop preliminary options for the land use structure and framework of the Undeveloped Areas</li> </ul> </li> </ul>	<p>Q4 2016</p>
<p><b>14. Online Public Engagement</b></p> <ul style="list-style-type: none"> <li>• Launch communications advertising online public engagement</li> <li>• 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</li> </ul>	<p>Q4 2016</p>
<p><b>15. CPT and TT Meetings</b></p> <ul style="list-style-type: none"> <li>• Prepare and conduct a series of evening meetings with the CPT and weekday meetings with the TT:               <ul style="list-style-type: none"> <li>✓ Review feedback from online public engagement</li> <li>✓ Develop preliminary land use options and policy directions for Undeveloped Areas</li> </ul> </li> </ul>	<p>Q1 2017</p>

Process & Deliverables	Estimated Schedule
<b>16. Council Update</b> <ul style="list-style-type: none"> <li>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</li> </ul>	Q1 2017
<b>17. Public Open House #3</b> <ul style="list-style-type: none"> <li>Launch communications advertising upcoming open house event</li> <li>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</li> </ul>	Q1 2017
<b>18. Consultation Summary and Council Update</b> <ul style="list-style-type: none"> <li>Conclude Phase 3 with a Consultation Summary and an update to Council</li> </ul>	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**

<b>Process &amp; Deliverables</b>	<b>Estimated Schedule</b>
<p><b>19. CPT and TT Meetings</b></p> <ul style="list-style-type: none"> <li>• Prepare and conduct a series of evening meetings with the CPT and weekday meetings with the TT:                             <ul style="list-style-type: none"> <li>✓ Review feedback from Open House #3</li> <li>✓ Develop a draft preferred land use plan and corresponding strategic policy directions for the Undeveloped Areas</li> </ul> </li> </ul>	<p>Q2 2017</p>
<p><b>20. Servicing Concepts</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Meet with the TT as necessary</li> </ul>	<p>Q2 2017</p>
<p><b>21. Public Workshops</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>Q2 2017</p>
<p><b>22. TT Meetings</b></p> <ul style="list-style-type: none"> <li>• Prepare and conduct a series of weekday meetings with the TT:                             <ul style="list-style-type: none"> <li>✓ Review feedback from public workshops</li> <li>✓ Refine the draft preferred land use plan and corresponding strategic policy directions for Undeveloped Areas</li> </ul> </li> </ul>	<p>Q2 2017</p>
<p><b>23. Council Update</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>Q2 2017</p>
<p><b>24. Public Open House #4</b></p> <ul style="list-style-type: none"> <li>• Launch communications advertising upcoming open house event</li> <li>• Prepare and conduct the Public Open House #4 to provide an opportunity for land owners, residents and other interested parties in and around the Brookswood-Fernridge area to provide feedback on the preferred land use plan and corresponding strategic policy directions for the Undeveloped Areas</li> </ul>	<p>Q2 2017</p>
<p><b>25. Consultation Summary and Council Update</b></p> <ul style="list-style-type: none"> <li>• Conclude Phase 4 with a Consultation Summary and an update to Council</li> </ul>	<p>Q3 2017</p>

**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**

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

## 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.