

Township of
Langley



Est. 1873

Willowbrook Community Plan Update

Agenda

Community Planning Team Meeting #1

Date: September 19, 2022

Time: 7:00 to 9:00pm

Location: Airport Presentation Room (3rd Floor)
5385 – 216 Street, Langley, BC

1. Welcome and Introductions
2. Project Terms of Reference
3. CPT Terms of Reference
4. Code of Conduct
5. What is a Community Plan?
6. Communication and Engagement Strategy
7. Q&A
8. Next Steps
9. Adjournment

Attachment 1

Township of
Langley



Est. 1873

Willowbrook Community Plan Update Terms of Reference

November 2021

INTRODUCTION

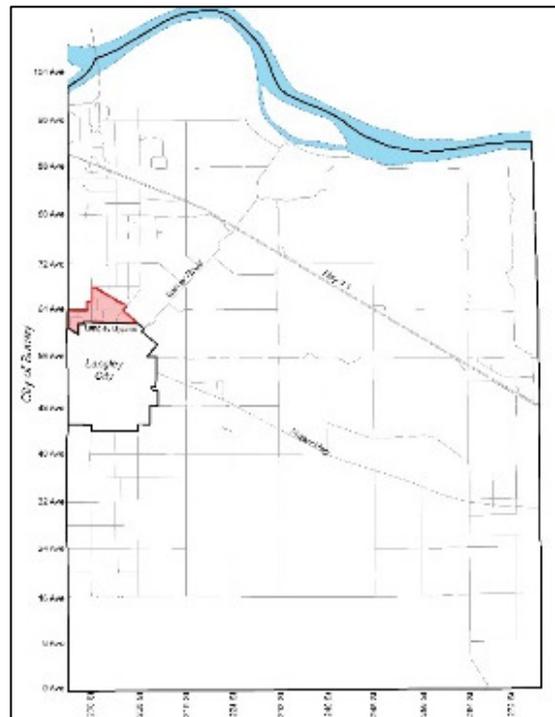
The Willowbrook Community Plan was adopted by Langley Township Council in 1991. It articulates the goals, objectives and policies which have guided development of the Willowbrook area for the past 30 years. Specifically, the community plan contains policies to allocate residential, commercial, industrial, institutional, recreational, and open space land uses and to ensure provision of adequate services and utilities.

The Township of Langley will be undertaking a comprehensive update of the Willowbrook Community Plan starting in 2022. This update is timely given the population growth and build-out of new neighbourhoods that have occurred since 1991, and a planning and development context that has changed considerably over the same period. This is also an opportunity to advance higher level objectives for a resilient region at the local community level, and to consider more intensive residential and commercial uses within a future transit-oriented development scenario.

The Township will be issuing a Request for Proposals from qualified planning consultants to support the community plan update once the Terms of Reference are approved by Council. This document outlines the Terms of Reference, including a description of the study area, goals for the plan update, required plan content, and a generalized work plan.

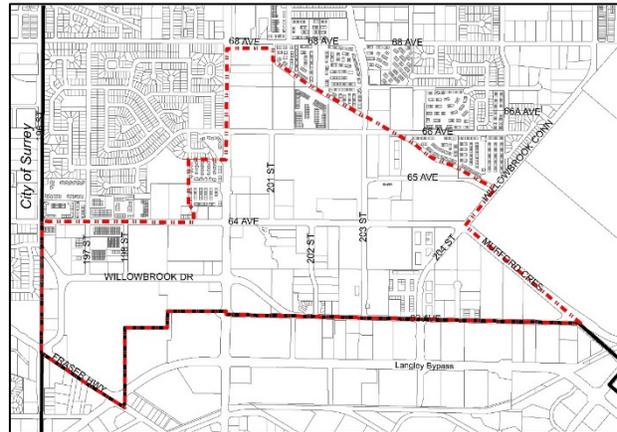
PLANNING AREA

Willowbrook is located in the western part of the Township of Langley. It abuts the municipal boundaries that the Township shares with the City of Surrey on the west, and the City of Langley on the south, as shown in Map 1. Willowbrook comprises approximately 615 hectares (1,520 acres) and includes the Willowbrook Shopping Centre and other large commercial and mixed-use properties, the Mufford industrial area, and multi-family residential development south of 64 Avenue.



Map 1: Willowbrook Within the Township

The planning area boundaries for the Willowbrook Community Plan are: 196 Street (west); 68 Avenue to the gas line right-of-way at approximately 201 Street, and along the right-of-way to Willowbrook Connector (north); Willowbrook Connector and Mufford Crescent (east); and Fraser Highway to the Langley Bypass and the municipal boundary with the City of Langley along 62 Avenue (south), as shown in Map 2.

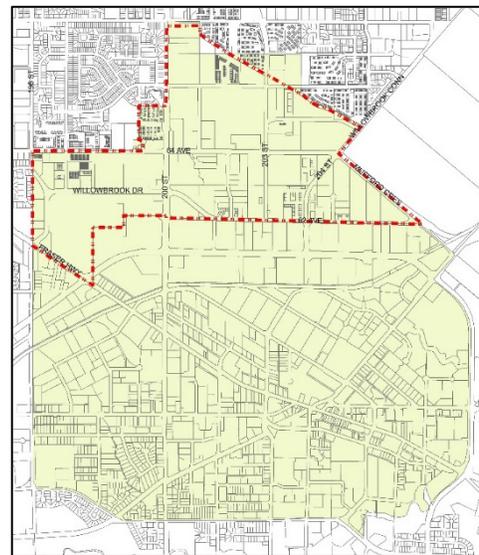


Map 2: Willowbrook Community Planning Area

POLICY FRAMEWORK

Community planning in the Township of Langley has been supported by a strong regional and municipal policy framework:

- Metro Vancouver's *Regional Growth Strategy (RGS, Metro 2040)* aims to accommodate anticipated future growth and build resiliency by creating a compact urban area; supporting a sustainable economy; protecting the environment and responding to climate change and natural hazards; providing diverse and affordable housing options; and supporting sustainable transportation choices. The Willowbrook area is designated as part of the Langley Urban Centre in the Metro Vancouver Regional Growth Strategy (see Map 3). Urban Centres are intended to be the region's primary focal points for concentrated growth and transit service. They are intended as priority locations for employment and services, higher density housing, commercial, cultural, entertainment, institutional and mixed uses.
- The Township of Langley *Official Community Plan (OCP)* was adopted in 2016 and lays out the path towards a sustainable future through 2043. The OCP provides a high-level, long-term vision for the municipality, comprised of objectives, principles, and policies to guide planning and land use decisions. The OCP is integrated with the Township's other community plans and functional plans (e.g., transportation plans, parks and recreation plans, housing strategies), and incorporates key policy directions from the following:



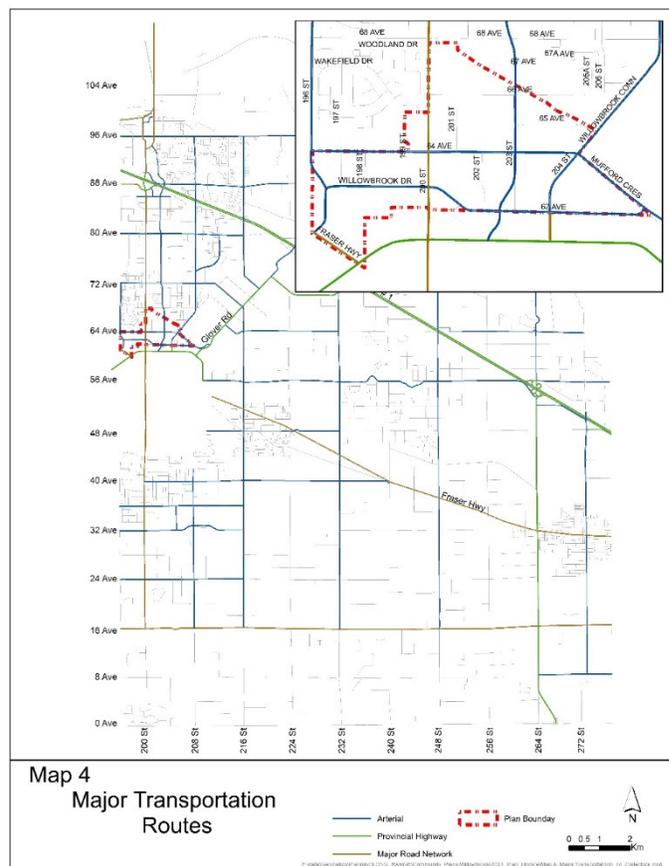
Map 3: Willowbrook Within Langley Urban Centre

- *Housing Action Plan (2021 update forthcoming)*
 - *Age- and dementia-friendly Action Plan (forthcoming)*
 - *Cycling Plan (2015)*
 - *Agricultural Viability Strategy (2013)*
 - *Economic Development Strategy (2012)*
 - *Heritage Strategy (2012)*
 - *Water Management Plan (2010)*
 - *Employment Lands Study (2009)*
 - *Master Transportation Plan (2009)*
 - *Sustainability Charter (2008)*
 - *Wildlife Habitat Strategy (2008)*
 - *Parks and Recreation Master Plan (2002)*
 - *Thru Community Connections: Planning Document for a Municipal Trail Network (1994)*
- Metro Vancouver's goals for a livable and resilient region are also being addressed by the Township of Langley through its community and neighbourhood level plans, which include a focus on diverse and affordable housing, transit and mobility, resilient employment, protecting ecological and agricultural lands, and addressing the impacts of a changing climate. For further background and for the purposes of the Willowbrook Community Plan update, other relevant Township plans and strategies include the following:
 - *Climate Action Strategy (2021)*
 - *Draft Child Care Action Plan (2020)*
 - *Community Amenity Contributions Policy (2018)*
 - *Corporate Asset Management Policy (2018)*
 - *Public Engagement Strategy for Planning and Development (2016)*
 - *Age-Friendly Strategy (2014)*
 - *Arts and Cultural Services Plan (2011)*
 - *Langley Town Centre Community Plan (1994)*
 - *Integrated Stormwater Management Plans (ISMPs) – various*

- In 2013, Council adopted a future vision for transforming the core area of Willowbrook from an automobile-oriented suburban condition to a compact, mixed-use, walkable, and transit-oriented centre with a high quality of design and sense of place. An integral component of this vision is the establishment of a grid street network and more fine-grained block structure. This is key for creating more route options for all travel modes and accommodating development of multi-storey mixed-use buildings. It is anticipated that this vision would be implemented over time through incremental phased redevelopment of the Willowbrook Shopping Centre and other low density commercial areas.

PLANNING AND DEVELOPMENT CONTEXT

Over the past 30 years, the Township of Langley has seen tremendous population growth in new neighbourhoods in designated urban areas such as Willoughby and Walnut Grove. New development has been supported by proactive community planning, the attractiveness of the Metro Vancouver region, and comparative housing affordability. It has also been spurred by a series of major transportation upgrades which have improved access to Langley from other parts of the region, including the Port Mann Bridge and Golden Ears Bridge, widening of Highway 1 and construction of a series of new highway interchanges in Langley, completion of the South Fraser Perimeter Road, numerous arterial road upgrades, and transit service improvements. In addition, the Roberts Bank Rail Corridor (RBRC) program that included road/rail grade separation of the CP Rail line at Mufford Crescent, 54 Avenue, 192 Street and 196 Street, which in conjunction with the 204 Street overpass, has significantly improved access to the Willowbrook area.

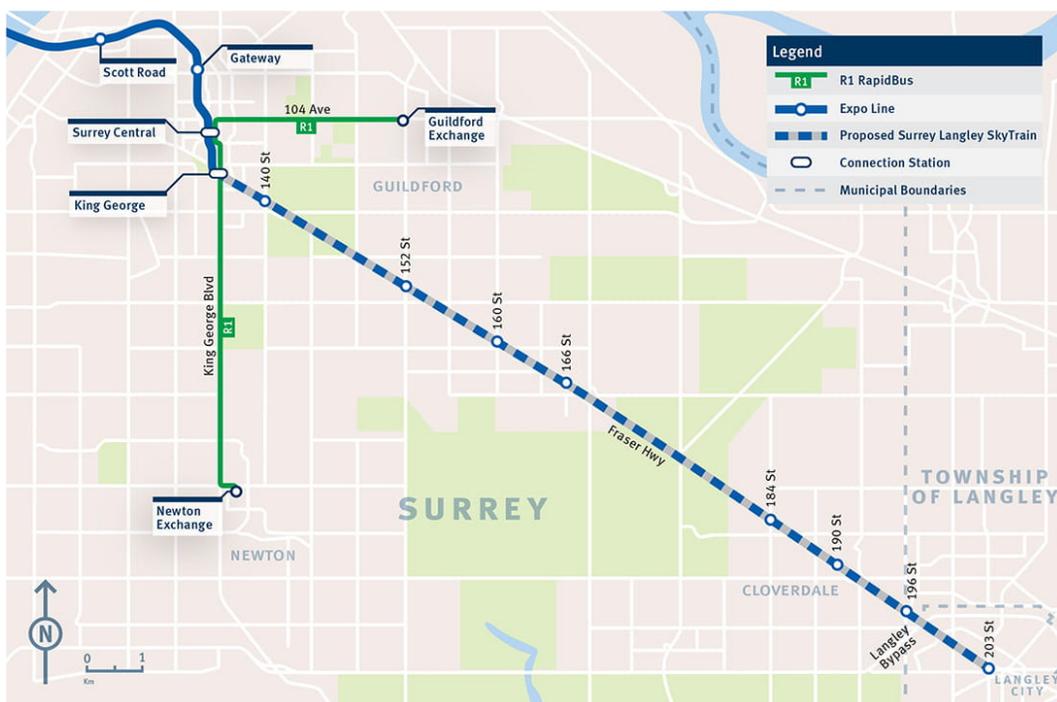


In the absence of rapid transit, much of Langley has developed at a suburban albeit more compact scale, including multi-storey residential and mixed-use buildings at key locations. A proposed extension of rapid transit service from King George Station in Surrey to Langley has been under discussion for many years, but has advanced significantly since 2018 as shown in this recent timeline:

- **December 2018:** The Mayors' Council on Regional Transportation directed TransLink to proceed with the planning of a 16-kilometre extension of the SkyTrain Expo line along

Fraser Highway to Langley, with a station and a transit exchange in the vicinity of Willowbrook Drive and Fraser Highway in the Township of Langley.

- **January 2020:** TransLink and the Township of Langley executed a Memorandum of Understanding (MOU) to affirm their full public commitment to facilitate, expedite and support the successful procurement, design, construction, operation, and maintenance of the project. One of the Township’s commitments is to implement transit-oriented land use policies and provisions in relevant plans and permit approval processes. Accordingly, the Township intends to update the Willowbrook Community Plan to provide long-term policy guidance for transit-oriented development in the area.
- **September 2020:** TransLink announced that the project would be built in two phases based on availability of funding, with the first phase reaching 166 Street in Fleetwood (4 stops), followed by a second phase extension to Langley Centre at a future date.
- **Spring 2021:** The Provincial government announced its commitment to complete construction of the entire 16-kilometre extension to Langley Town Centre, including proposed stations at Willowbrook and Langley City (terminus).
- **July 2021:** The Prime Minister announced a federal government commitment of up to \$1.3 billion to build the SkyTrain extension to Langley in a single phase, with the rest of the funding being split between TransLink and the Province. Pre-construction work including road widening is now underway along portions of the route through the City of Surrey.



Map 5: Willowbrook (196 Street) Station Along the Proposed Surrey Langley Extension

Future rapid transit will advance the Township of Langley's ability to support higher-density residential and commercial/office development, to make a modal shift away from the private automobile, and to secure significant community amenities. It also changes the planning context for Willowbrook as a major commercial centre and suburban transit exchange to a regional destination.

GOALS FOR UPDATING THE WILLOWBROOK COMMUNITY PLAN

An updated community plan will establish the vision, policies, guidelines, and implementation tools for development in Willowbrook over the next 20 years. This community plan will build upon and advance the Township's comprehensive land use, housing, transportation, environmental, cultural, economic, social, and sustainability objectives as established in the OCP and other strategic plans. It will also capitalize on senior government investments in infrastructure to support community resilience.

The primary goals for the Willowbrook Community Plan update are to:

1. Develop a vision for Willowbrook as a sustainable transit-oriented community, and delineate distinct sub-areas within the planning area for future development, based on proximity to the proposed Willowbrook SkyTrain Station and Transit Exchange as well as potential development scenarios;
2. Develop a land use plan to identify appropriate locations for commercial, residential, public, and other uses, with supporting policies, an implementation strategy, maps, and graphics;
3. Articulate the future built form and landscape character, place-making elements, and sustainable community design through policies, guidelines, and illustrations;
4. Prepare an Engineering Services Plan to identify the transportation infrastructure, water, sewer, stormwater management, energy forecasting, and site development requirements to support the development proposed in the plan, including a financial plan for the provision and maintenance of infrastructure services;
5. Articulate required community amenities to support the future land use and development vision for Willowbrook, and more detailed policy recommendations for securing community amenity contributions through a land value capture system; and
6. Effectively communicate, involve, and engage property owners, local community stakeholders, external agencies, and the broader public in the planning process.

PLANNING PROCESS

The timeline for the Willowbrook Community Plan update is estimated to be 26 to 34 months. The process will be managed by the Community and Policy Planning Department and supported by a multi-disciplinary Technical Team of Township staff from:

- Development Engineering
- Transportation Engineering
- Parks Design and Development
- Water Resources and Environment
- Development Planning
- Green Infrastructure Services
- Sustainability and Climate Action
- Permits, Licences and Inspection Services (Green Buildings)
- Operations / Asset Management
- Finance (if necessary)
- Fire (if necessary)
- RCMP (if necessary)

Given the tri-municipal nature of the Langley Urban Centre, the planning process will need to consider land use plans developed by the City of Langley and the City of Surrey:

- The City of Langley's new OCP (at third reading as of early November 2021) is based on the vision of being the 'nexus' between the Metro Vancouver and Fraser Valley regions, and the City is looking at significant commercial and residential land use intensification.
- The City of Surrey has identified a future planning process for the East Cloverdale – 196 Street precinct adjacent to Willowbrook, but it is not yet underway.

To facilitate co-ordination and collaboration, membership of the Technical Team may include staff from the City of Langley, the City of Surrey, and other government organizations such as the Ministry of Transportation and Infrastructure (MOTI) and TransLink.

A Community Team of local stakeholders will be established at the outset of the process. The community plan update will be further resourced by a consultant team with expertise in community and land use planning, transit-oriented development, civil and transportation engineering, environmental assessment, climate action planning, urban design, land economics and financial analysis, and public engagement.

The required plan content and anticipated work plan are described in the following sections.

REQUIRED PLAN CONTENT

It is expected that the updated Willowbrook Community Plan will include (but is not limited to) the following components:

- Description of the Plan's purpose, contents, and structure:
 - The Community Plan will provide an overall development framework for the community and establish polices related to land use, built form character,

schools, parks, open space and community amenities (such as recreation centre and library), environmental protection, climate action, mobility and transportation, emergency response, and utilities and services.

- Once adopted, this Plan will form part of the Township of Langley Official Community Plan (OCP), which provides the long-term vision for sustainable growth and development in the Township as a whole.
- More detailed neighbourhood plans, which may be prepared for sub-areas of the Community Plan area at a later date, must be consistent with the policies delineated in the Community Plan;
- Overview of the land use and development context, the process for Plan development, and summary of public input;
- Description of the future vision for Willowbrook as a sustainable transit-oriented community, and an explanation of the overall development concept, including any distinct sub-areas (or neighbourhoods) within the planning area boundaries, with descriptive maps and illustrations;
- Future land use plan showing the location of proposed land uses and densities;
- Description of the future built form and public realm character, and place-making elements, including illustrations and guidelines;
- Proposed policies and guidelines pertaining to:
 - land uses and densities;
 - form and character of new development;
 - provision of community services and recreation facilities, including schools, parks and open space, greenways, and trails;
 - housing mix and affordability;
 - protection of the natural environment;
 - sustainable development practices and (low carbon, passive design, resilient, energy independent) building performance;
 - a multi-modal transportation and circulation network, including proposed roads, pedestrian and cycling infrastructure, transit network and goods movement network;
 - infrastructure services including water, sanitary sewer, stormwater management, and drainage systems;
 - community amenities;
 - phasing plan for development;
 - financing plan; and

- description of required updates to other Township plans and regulatory bylaws for Plan implementation.
- An Engineering Services Plan is to be developed in tandem with the Community Plan and serve as a companion (reference) document to support phased development of the planning area. It is to be substantially completed by the time the Community Plan is finalized but will not be completed until after the Community Plan is adopted by Council. The required scope and content for the Engineering Services Plan is described in Appendix A.

DRAFT WORK PLAN

It is anticipated that the community plan update will be undertaken in four (4) distinct phases, as described below in the generalized Work Plan. Specific tasks and timelines are to be further refined and detailed in consultant proposals in response to the RFP.

It is a requirement of the Township that meaningful and transparent public engagement occur throughout the planning process, and in accordance with the *Public Engagement Strategy for Planning and Development (2016)* and *Policy No. 07-160 Council Consultation – Official Community Plan*. Key objectives are to carry out early and ongoing consultation, increase public awareness about community planning, broaden and diversify community participation in the plan update, undertake direct community outreach and employ creative engagement tools, allow for respectful dialogue; and carefully consider all input received.

These Terms of Reference do not outline specific engagement tools or methods. Rather, in responding to the RFP, consultants will be required to propose a public engagement strategy for each phase of the work plan, based on their own understanding of innovative and effective public engagement.

Following Council's approval of the project Terms of Reference and awarding of a consultant contract, formal project initiation will include:

1. Establishing a Technical Team (TT) of inter-divisional Township staff (and possibly staff from other government agencies);
2. Inaugural meeting(s) with the consultant team and TT to discuss process, timeline, and logistics, and to refine the proposed Work Plan; and
3. Preliminary outreach to neighbouring jurisdictions on concurrent planning for the Langley Urban Centre, and opportunities to provide input on the Willowbrook Community Plan.

The generalized work plan is described as follows:

- **Phase 1 – Planning Principles and Preliminary Development Concepts**
(approximately 6 to 8 months)
 - Review background information, including relevant plans, policies, regulations, and other documents to help identify land use and development options, servicing issues and opportunities, and environmental considerations;

- Review and mapping of existing conditions (land use designations, existing development, transportation networks, infrastructure services, and other considerations);
- Review existing information about the hydrogeology of the study area, and undertake further analysis (as may be required) to identify existing soil and groundwater conditions, associated opportunities and limitations for new development, and required site preparation and mitigation measures that would be necessary to accommodate multi-storey buildings and underground parking structures;
- Compile and review population, housing, and demographic forecasts for the planning area through 2043, the planning horizon of the Township Official community Plan;
- Prepare a summary report on existing conditions, community needs, and development opportunities and constraints in the planning area;
- Identify and recruit community members and key property owners to engage in the planning process through participation on a Community Planning Team(s);
- Develop a public engagement process for each phase of the community plan update in accordance with the Township's *Public Engagement Strategy for Planning and Development*, which in Phase 1 will include:
 - Presenting an overview of the plan purpose, objectives, process, and opportunities for input;
 - Sharing relevant background information on the planning area, and educational materials pertaining to sustainable community design and transit-oriented development;
 - Seeking preliminary input on opportunities and challenges; and
 - Establishing initial planning principles and preliminary design concepts, and working towards a guiding vision for the Willowbrook Community Plan;
- Prepare a draft vision statement and planning principles, and describe and articulate preliminary development concepts;
- Initiate preparation of an Engineering Services Plan that demonstrates innovation in providing sustainable and cost-effective engineering solutions for provision of transportation, drainage, water, sanitary, and climate action services for the planning area;
- Prepare and present a Phase I summary report to Council for information and input, and endorsement of the next phase(s) of the planning process.

- **Phase 2 – Vision and Design Options**
(approximately 6 to 8 months)
 - Undertake a technical review of the preliminary land use and design concepts, and make recommendations for further refinement for development of preferred options;
 - Undertake Phase 2 community engagement on the draft vision, guiding principles, and preferred options (land use and design concepts);
 - Begin formulating strategic policy directions;
 - Refine vision, principles, and development options;
 - Prepare and present a Phase 2 summary report to Council for information and input, and endorsement of the next phase(s) of the planning process.

- **Phase 3 – Preferred Land Use Plan and Strategic Policy Directions**
(approximately 6 to 8 months)
 - Develop and detail a preferred land use plan and strategic policy directions, with further input from the Technical Team and Community Team, and consideration of input from Phase 2 community engagement;
 - Advance development of the Engineering Services Plan including review and analysis of the preferred land use and development concept, and preparation of conceptual layouts, phasing plans, and cost estimates – in accordance with technical requirements and study contents as identified by Township staff;
 - Develop a draft land value capture system for the Willowbrook area, consistent with the prevailing enabling legislation and the principles of nexus and proportionality to help ensure that the system is appropriate, fair, and reasonable:
 - The land value capture system shall be based on the Total Assessed Value in the Municipal Tax Roll released by the British Columbia Assessment Authority for the 2018 taxation year (i.e., the base year for the land capture system); and
 - The Township shall capture up to a 75% share of any increase in land value due to the transit infrastructure upgrades in the Willowbrook area;
 - Commence preparation of draft development policies, and Development Permit Area designation(s) and guidelines;
 - Undertake Phase 3 community engagement on the preferred development option and related policies and guidelines;
 - Refine draft policies and guidelines based on public input, and further input from the Technical Team and Community Team;

- Prepare and present a Phase 3 summary report to Council for information and input, and endorsement of the next phase of the planning process.

- **Phase 4 – Draft Community Plan** (approximately 8 to 10 months)
 - Commence preparation of the draft Willowbrook Community Plan document and related mapping which will describe and articulate an overall vision and development framework for the community, and proposed policies related to land use, form and character of development, open space, the environment, mobility and transportation, utilities and services, and community amenities;
 - Refine the draft Plan document with further input from the Technical and Community Teams;
 - Present the draft Plan to Council for review and input, and direction to seek broader community input through Phase 4 engagement ;
 - Refer the draft Plan for external agency review and comment as determined by Township staff;
 - Review community and agency input with the Technical Team to identify required Plan refinements and edits, and requirements for finalizing engineering services and financial plans; and
 - Finalize the draft Community Plan and prepare bylaws for formal consideration by Council.

APPENDIX A: REQUIRED SCOPE AND CONTENT FOR ENGINEERING SERVICES PLAN

An Engineering Services Plan (ESP) will form an integral part of the updated Willowbrook Community Plan and will inform specific Plan policies related to transportation and infrastructure services. It will be developed in tandem with the Community Plan but will serve as a companion (reference) document for Community Plan implementation.

The ESP should be sufficiently developed through Phase 4 of the planning process to support implementation of the proposed land use and development concept for Willowbrook, and to inform specific policies related to transportation and servicing, but it is not expected to be completed until after the Community Plan is adopted. All conceptual plans for transportation, water, stormwater, and sanitary services are to be consistent in format with other plans and utility drawings contained in the ESP. The ESP will include a financial plan to estimate the cost of capital infrastructure, including an assessment of the annual Operations, Maintenance and Rehabilitation cost of new infrastructure.

This document outlines general requirements for the scope and content of the ESP. More detailed requirements pertaining to mobility, drainage and stormwater management, water, and sanitary sewers will be articulated in the formal RFP documents once the broader Terms of Reference for the Community Plan update are approved by Council.

Planning Context: Transit-Oriented Development

- Transit-oriented development (TOD) promotes a symbiotic relationship between dense, compact urban form and public transit use. In doing so, TOD aims to increase public transit ridership by reducing the use of private cars and by promoting sustainable urban growth;
- A TOD is typically designed to support and promote walking and cycling, through smaller block sizes and reduced land area dedicated to automobiles. The densest areas of a TOD are normally located within a radius of 400 to 800 metres around the transit station.
- As envisioned for Willowbrook, transit-oriented development (TOD) would maximize the amount of residential, commercial, and leisure space within walking distance of the future Willowbrook SkyTrain Station and Transit Exchange. The ESP for Willowbrook will support transit-oriented development including a new street grid and block pattern through the following:
 - a multi-modal mobility plan, including pedestrian and cycling infrastructure, and proposed road network and road standards;
 - updated plans for drainage, sanitary sewer, and water services; and
 - a financial plan for provision of infrastructure services.
- A key input into the ESP will be an analysis of the planning area's hydrogeology (to be undertaken during Phase 1 of the planning process) – to help inform the consideration of potential land use and development options:

- Willowbrook is largely situated in a valley bottom, with a relatively high water table. The prevailing soil conditions and hydrogeology will in part determine opportunities and constraints for building construction, infrastructure services, and required site preparation and mitigation works to facilitate development. This in turn will inform the viability of different forms of development – including underground and above ground parking structures, and related financial considerations.

Transportation and Mobility Plan

The Township of Langley's Master Transportation Plan describes the current major road network and a proposed hierarchy of Major Road Network roads, Arterial roads, Collector roads and Local roads. It also includes maps with proposed road cross sections which provide further information on the proposed lane configuration along with bicycle and pedestrian facilities.

Transit-oriented development is characterized by more intensive development within a grid pattern of smaller blocks. The Transportation and Mobility Plan should identify transit improvements, new roads, and road standards with multi use paths (MUPs) for Willowbrook to support walking, cycling, and transit use as attractive alternatives to the private automobile – particularly within walking distance of the proposed Willowbrook SkyTrain Station and Transit Exchange:

- Pedestrian Network
 - The Mobility Plan should provide details on the proposed pedestrian network, consisting of sidewalks, Multi-Use Paths (MUPs) and trail linkages, and associated infrastructure.
- Bicycle Routes and Facilities
 - The Mobility Plan should also identify proposed bicycle routes, cycling infrastructure and end-of-trip facilities, in consideration of established Township policies and the Cycling Plan (2015), which includes a series of maps that identify cycling routes for commuter and recreational cyclists, and local community routes. The type of infrastructure for each of these route types is also identified in the network map. The plan should update the infrastructure plan to meet new guidelines for pedestrian cycling infrastructure found in the Transportation Association of Canada (TAC) Guidelines, TransLink guidelines and the BC Active Transportation Design Guide (2019).
 - The Mobility Plan should identify appropriate end-of-trip bicycle facilities (e.g., bike racks, lockers) at strategic locations within the planning area to promote bicycle use. End-of-trip destinations would include all community facilities and local shopping and employment centres.
- Road Network
 - Proposed road standards in the Transportation and Mobility Plan will need to address (but are not limited to) the following considerations:

- Location and appropriate treatment of pedestrian crossings, and potential traffic calming measures;
- On-street parking requirements based on proposed land uses and density of development;
- Complete Streets that accommodate all modes;
- Goods movement; and
- Proposed road cross-sections and road classification, including the accommodation of active transportation facilities for pedestrians and cyclists.

Transportation Assessment

A transportation assessment exploring all modes of transportation will be required to determine the impacts of the ultimate development of the Willowbrook Community Plan area on the existing road network of surrounding neighbourhoods. The study should use the new 2050 regional model that was developed by TransLink.

Drainage Study

A conceptual layout of all major and minor drainage systems, and detention and infiltration required to service the study area will form a key component of the drainage study. This work will be undertaken in conformity with the Township's Subdivision and Development Servicing Bylaw (#5382), the Upper Nicomekl Integrated Stormwater Management Plan, Metro Vancouver Integrated Liquid Waste Resources Management Plan (ILWRMP), the Official Community Plan, and the Township's Sustainability Charter. The objective is to allow the subject lands to develop in a manner which mitigates the impacts on peak, volume, and quality of runoff from small, medium, and large rainfall events.

Appropriate computer modelling will be required to meet the servicing needs as well as the regulatory requirements of controlling post-development drainage flow rates and volumes to pre-development levels. This may include single-event and continuous event modelling, and the use of models such as the Water Balance Model for various components of rainwater management.

This work will include gathering all pertinent information on the existing and planned drainage systems and watercourses within and adjacent to Willowbrook and integrating those systems as appropriate to phase upgrades and adequately service development of the area to its ultimate land use. The life cycle of existing infrastructure and evolving climate change conditions will need to be considered in the design a phased integration plan.

A key component of this plan will be creating innovative stormwater Best Management Practices which achieve the OCP goal of maintaining pre-development infiltration rates and address water quality impacts generated by development. Another key consideration is creating facilities to serve engineering requirements while also providing a community amenity and fisheries

resource. It is expected that other innovations and best practices to promote sustainable stormwater design principles in a changing climate will also be proposed.

Sanitary Sewer

The ESP will include a study of the existing sewerage system in Willowbrook and will provide a conceptual layout of all sewers required to service the study area based on the preferred development concept. Conceptual plans are to ensure adequate and effective sanitary sewer services in conformity with the Township's design standards. As new sewer design standards are not the same as the pipe capacity, analysis of the existing system should identify pipes that meet the design standards, pipes that do not exceed their capacity, and pipes where flows exceed pipe capacity and need replacement. Some preliminary engineering including site reconnaissance may be necessary to determine more accurately the limits of tributary catchments serviceable by proposed sewers to confirm the serviceability extent of the planning area.

The study report shall indicate financing requirements for all trunk sewers, lift stations, and force mains. A sewer is considered a trunk for sizes greater than 200mm diameter. Sewers identified as "trunk sewers" will be considered for inclusion within the Township's servicing plans and Development Cost Charges (DCC) Program.

The Willowbrook area currently discharges sewage through the 203 Street Lift Station into Metro Vancouver's Langley Connector #1. The study shall review capacity and capability of these facilities to meet future demands of the entire catchment area being serviced, which includes the southern part of Willoughby, Milner, the University District, and part of Murrayville.

- Reference: Township of Langley's Master Sewage Plan (2011)

Water

The ESP will include a review of the existing water supply and distribution system in the planning area and identify the required upgrading to the overall system to adequately service development of the area to its ultimate land use. In addition, any innovation and conservation initiatives should be identified, assessed, and presented.

A conceptual layout of the local and grid water distribution network will be prepared and modelled to demonstrate adequacy for domestic needs as well as fire protection purposes. The proposed system must conform to the requirements of the Township of Langley. The study must include:

- a schematic pipe network diagram showing for each of the conditions tested, pipe and node numbers, flow directions, source locations and available/starting heads, head-loss and velocity in each pipe, demand, and residential hydraulic head (in metres) at each node, together with approved model output and a table indicating domestic and fire flow requirements and residual pressures available for critical events;
- description of the critical events used to establish the water network and the rationale for these choices; and

- a financing requirement for all grid or feeder mains for pipes with a diameter greater than 250mm and additional water facility upgrades required to service the area.
- Reference: Township of Langley Master Water Plan (2008) and computer model (2019 Existing System Model and 2018 Future Development Model)

Financial Plan

A review of high-level cost estimates for the provision, maintenance, and replacement of infrastructure and assets is needed to assist in understanding the financial implications and impacts of implementing the land use and development concept for Willowbrook as a future transit-oriented development.

The financial plan will provide estimated costs of providing the following capital infrastructure: transportation infrastructure (including roads, MUPs, cycling facilities, sidewalks, (on-street and off-street) trails and street lighting), water system, sewer system, stormwater management system, parks, and public spaces and amenities, including the costs of developing neighbourhood parks and public spaces.

The costs of the infrastructure will be compared to the following sources of funding: (1) Development Cost Charges (DCCs) – based on cost of DCC eligible projects compared to estimated DCC revenues; (2) developer provided infrastructure; and (3) other sources of funding.

Attachment 2

Endorsed by Township Council on June 13, 2022

WILLOWBROOK COMMUNITY PLANNING TEAM

Terms of Reference

1.0 INTRODUCTION

In November 2021, Council endorsed the Terms of Reference for the Willowbrook Community Plan update. The Terms of Reference include the establishment of and consultation with a Community Planning Team (CPT) representing area residents, key property owners 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 update of the Willowbrook Community Plan, as defined by the project's Terms of Reference; specifically, 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 respective communities and organizations on plan progress and key discussions.

The primary role of the CPT is to assist and work alongside project staff, through “roundtable” discussions. The CPT is only one of many participants in the community engagement process for the Willowbrook Community Plan update. 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

The purpose of these Terms of Reference is 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, this volunteer CPT will comprise a maximum of eleven (11) members, with preference given to Coast Salish Peoples, individuals who are members of the youth (ages between 13 and 19), senior (ages 65+), visible minority. The CPT will include representation from stakeholders and community organizations and will be composed of:

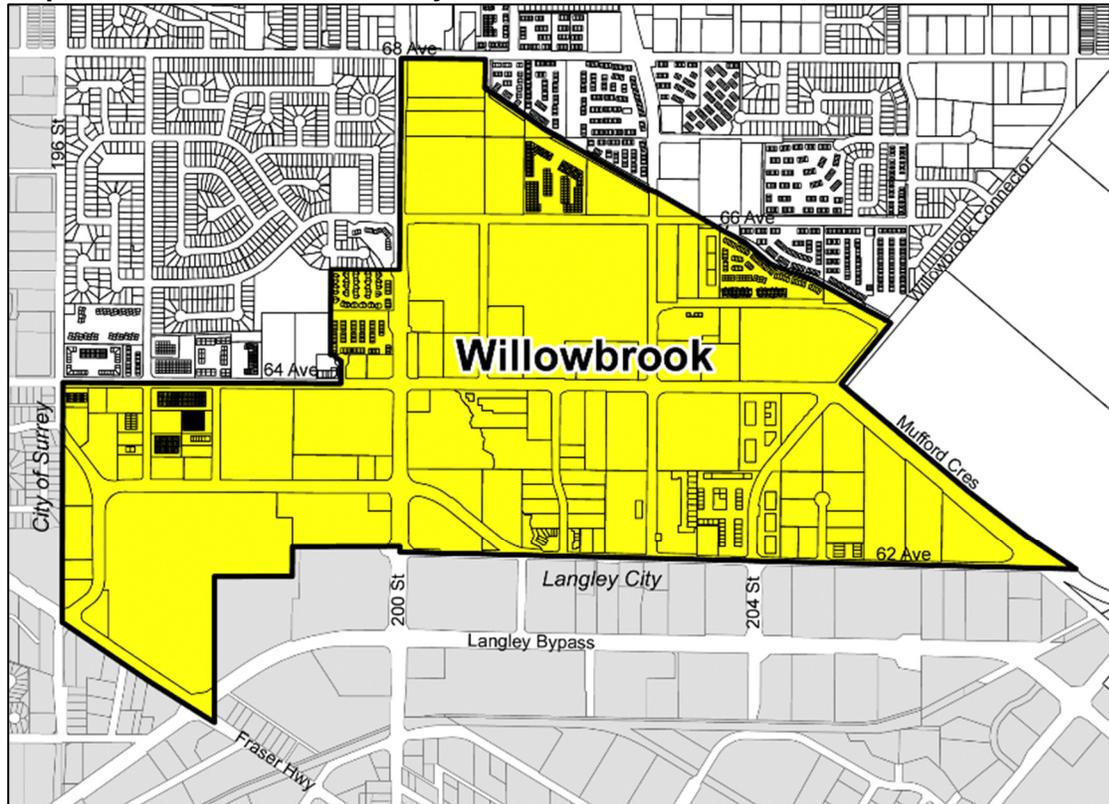
- 3 persons owning property and/or residing within the Community Plan Area, as delineated on Map 1;

Attachment 2

- 3 persons owning a business within the Community Plan Area;
- 3 persons owning property and/or residing in the Township but not within the Community Plan Area; and
- 2 persons representing the development (Urban Development Institute) and/or building (Homebuilders Association Vancouver) industry.

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

Map 1: Willowbrook 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 not-for-profit and institutional providers in the area) and property owners (both commercial and residential) within the Community Plan boundary;
- Newspaper advertisements; and
- The Township's project webpage for the Willowbrook Community Plan.

Interested persons will be required to complete and submit an application form (refer to Schedule A) before a specified date, approximately 2 to 3 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 completed application forms may be submitted in either format.

Attachment 2

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 and active participant in the Willowbrook Community Plan Update by providing critical input, and important contributions to the planning process and by commenting and advising on project deliverables. As detailed more specifically in the Terms of Reference for the Willowbrook Community Plan 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 Community Plan Area;
- Initial ideas, opportunities and options for implementing the Vision and Guiding Principles;
- Preliminary options for the land use structure and framework of the Community Plan Area;
- Preferred land use plan and corresponding strategic policy directions for the Community Plan Area; and
- 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 process and project scope, as detailed in the Terms of Reference for the Willowbrook Community Plan 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 Community Plan update process (approximately June 2022 – late 2024). The CPT is also encouraged to attend other public engagement events throughout the Plan update process.

Attachment 2

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 update to the Willowbrook Community Plan.

5.0 ADMINISTRATIVE ITEMS

5.1 Remuneration

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



**Subject: Code of Ethics, Conduct,
Confidentiality, and Conflict of
Interest for Council Members
and Appointees**

Policy No:
Approved by Council:
Revised by Council:

01-025
2011-11-07
2016-05-30

1. Purpose

- 1.1. The residents and businesses of the Township of Langley (the Township) are entitled to have a fair, honest, and responsible local government that has earned the public's full confidence for integrity. Therefore, the purposes of this Code of Ethics, Conduct, Confidentiality, and Conflict of Interest (the Code) are to ensure that:
- 1.1.1. all members of Council (Members) and all persons appointed by Council to boards, committees, commissions, panels, or task forces, whether they are members of Council or not (Appointees) carry out their duties with integrity, impartiality and independence
 - 1.1.2. Members and Appointees treat one another, Township officers and employees, and the public with respect
 - 1.1.3. the conduct of Members and Appointees in the performance of their duties and responsibilities with the Township is above reproach
 - 1.1.4. Members and Appointees respect and uphold confidentiality requirements
 - 1.1.5. Members and Appointees avoid any conflict of interest

2. Application of the Code

- 2.1. The Code is applicable to all Members and Appointees. The bodies to which Council can appoint Appointees are referred to collectively as Committees throughout this Code.

3. Policies

- 3.1. Code of Ethics
- 3.1.1. Members and Appointees will adhere to the following Code of Ethics:
 - 3.1.1.1. maintain the highest ideals of honour, integrity, and accountability and discharge public duties in a manner that is fair, honest, professional, and responsible

- 3.1.1.2. comply with all applicable federal, provincial, and local laws in the performance of public duties. These laws include, but are not limited to, the Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act, Criminal Code, Human Rights Code, all laws pertaining to financial disclosures and employer responsibilities, and any other relevant Township bylaws and policies
 - 3.1.1.3. base their decisions on the merit and substance of the matter at hand
 - 3.1.1.4. refrain from abusive conduct, personal charge or verbal attacks upon the character or motives of other Members and Appointees, Township officers, and employees, or the public
 - 3.1.1.5. respect and adhere to the structure of government as established in the Township. In this structure, the Council determines the policies of the Township with the advice, information, and analysis provided by Committees, staff, and the public. Members and Appointees, therefore, will not interfere with the administrative functions of the Township or with the professional duties of Township staff, nor will they impair the ability of staff to implement Council policy decisions.
 - 3.1.1.6. not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes
 - 3.1.1.7. not accept any gift, money, property, position or favour of any kind whether to be received at the present or in the future, from any person except as follows:
 - 3.1.1.7.1. where such a gift or favour is authorized by law
 - 3.1.1.7.2. where such contributions are lawful campaign contributions
 - 3.1.1.7.3. where such gifts or favours are received as an incident of the protocol, social obligation, or common business hospitality that accompany the duties and responsibilities of the member, and then only in compliance with applicable laws
- 3.2. Confidentiality
- 3.2.1. Members and Appointees will adhere to the following requirements in relation to confidentiality:
 - 3.2.1.1. unless otherwise authorized by Council or a Committee, keep in confidence any record held in confidence by the Township, until

the record is released to the public as lawfully authorized or required

3.2.1.2. unless otherwise authorized by Council or a Committee, keep in confidence information considered in any part of a Council meeting or Committee meeting that was lawfully closed to the public, until Council or the Committee discusses the information at a meeting that is open to the public

3.2.1.3. Members and Appointees will not use confidential information for the personal profit or gain of themselves or others

3.3. Conflict of Interest

3.3.1. Members and Appointees will adhere to the following requirements in relation to conflicts of interest:

3.3.1.1. be aware of and act in accordance with Division 6 of Part 4 of the *Community Charter* and the Oath of Office

3.3.1.2. be aware of and declare, in writing where necessary, any real or perceived conflicts of interest. A conflict of interest exists where:

3.3.1.2.1. a Member or Appointee is a director, member or employee of an organization seeking a benefit from the Township on which the decision making body will make a recommendation or decision

3.3.1.2.2. the Member or Appointee has a direct or indirect pecuniary interest in the outcome of deliberations

A conflict of interest does not exist if:

3.3.1.2.3. the pecuniary interest of the Member or Appointee is a pecuniary interest that is sufficiently in common with electors of the Township generally

3.3.1.2.4. the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Member or Appointee in relation to the matter

3.3.1.2.5. where a conflict of interest exists, Members and Appointees must not participate in the discussion of the matter or to vote on a question in respect of the matter, must declare to the body that a conflict exists, and must remove themselves from the meeting during consideration of the issue to which the conflict relates. The declaration of a conflict and the Member's or Appointee's exit from and return to the meeting will be noted in the minutes

3.3.1.2.6. where in the opinion of Council or a Committee, a Member or Appointee is in a conflict of interest and has not so declared, the body may ask for a review of the matter by the Township Clerk. The matter, if unresolved, may then be referred to legal counsel or to Council for review.

3.4. Code of Conduct – Committee Appointees

3.4.1 Expressing Personal Opinions or Beliefs

In some circumstances and within certain programs, advisory committee members or board members may be required or requested to provide an opinion in regards to the nature of a program or service. It is extremely important that committee or board members use judgment before expressing specific opinions. Township advisory committee members and board members should refrain from expressing their personal convictions and ideals, such as religious or any other personal beliefs or philosophies, to fellow committee or board members or to the public

3.4.2 Representation to the Media

It is extremely important that only Council members or designated staff speak to the media in relation to Township issues. If at any time, advisory committee or board members are approached or contacted by a media representative, the member should contact the staff member coordinating the committee or board.

3.4.3 Comments

Advisory committee and board members will refrain from providing comments, either written or in an electronic format, to members of Council that do not advance or enhance the purpose of the committee/board.

4. Implementation of the Code of Ethics

4.1. This Code is intended to be self-enforcing. Members and Appointees should view the Code as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when Members and Appointees are thoroughly familiar with the Code and embrace its provisions. For this reason, the Code will be provided to candidates for Council and applicants to Committees.

4.2. Members and Appointees will be requested to sign the Statement, attached as Appendix A, affirming they have read and understood the Township of Langley Code. In addition, Council and Committees shall annually review the Code, and Council shall consider recommendations from Committees and update the Code as necessary.

5. Compliance and Enforcement

- 5.1. Members and Appointees themselves have the primary responsibility to ensure that the standards and requirements in this Code are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Township of Langley.
- 5.2. Council may impose sanctions on Members and Appointees whose conduct does not comply with the Township's Code. Council may:
 - 5.2.1. impose a motion of censure on a Member
 - 5.2.2. rescind the appointment of an Appointee to a Committee
 - 5.2.3. take action under s. 117(2) of the *Community Charter* or under the *Offence Act*
 - 5.2.4. control the Member's or Appointee's access to areas of the Township property or to officers and employees, including by phone or email
- 5.3. To ensure procedural and administrative fairness, a Member or Appointee who is alleged to have violated any provision of the Code shall have a minimum of one week or the time between two consecutive regular Council meetings, whichever is greater, to prepare his or her case, with legal counsel if the Member or Appointee so chooses, to respond to these allegations. Before considering a sanction, Council must ensure that a member has:
 - 5.3.1. received a written copy of the case against him or her
 - 5.3.2. a minimum of one week or the time between two consecutive regular Council meetings, whichever is greater, to prepare a defence against any allegations
 - 5.3.3. a fair opportunity to be heard

6. Violation Not Cause to Challenge a Decision

- 6.1. A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council or a Committee decision.

**APPENDIX A:
MEMBER STATEMENT**

**Council of the Township of Langley and Council Appointees to Boards,
Committees, Commissions and Task Forces**

As a Member of the Township of Langley Council or an Appointee of a Township Committee or Board, I agree to uphold the Code of Ethics, Confidentiality and Conflict of Interest adopted by the Township and to conduct myself by the following model of excellence. I will:

- recognize the diversity of backgrounds, interests, and views in our community;
- help create an atmosphere of open and responsive government;
- conduct public affairs with integrity, in a fair, honest, and open manner;
- respect one another and the unique role and contribution each of us has in making the Township a better place to work and live;
- strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just, and fair;
- avoid and discourage conduct which is not in the best interests of the Township;
- avoid any real or perceived conflict of interest and declare at the earliest opportunity, in writing, any interest that is or may be in conflict with the business of the body of the Township in which I am participating;
- respect and uphold confidentiality requirements; and
- treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the Township of Langley Code of Ethics, Confidentiality, and Conflict of Interest.

Signature: _____

Date: _____

Name (please print):

Office / Committee:
