

NO: R187

COUNCIL DATE: September 14, 2015

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## REGULAR COUNCIL

**TO: Mayor & Council** **DATE: September 14, 2015**

**FROM: General Manager, Planning and Development** **FILE: 6520-20 (South**  
**General Manager, Engineering** **Campbell Heights LAP)**

**SUBJECT: Terms of Reference for the Preparation of a Local Area Plan for**  
**the South Campbell Heights Area**

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## RECOMMENDATION

The Planning and Development Department and Engineering Department recommend that Council:

1. Receive this report as information;
2. Approve the Terms of Reference, attached as Appendix I to this report, as the basis for the preparation of a Local Area Plan for the South Campbell Heights Area; and
3. Authorize staff to proceed with the preparation of the Local Area Plan based on the subject Terms of Reference.

## INTENT

The purpose of this report is to:

- obtain Council approval of the Terms of Reference ("TOR") proposed as the basis for the preparation of a Local Area Plan ("LAP") for the South Campbell Heights Area; and
- seek Council authorization to proceed with the preparation of the LAP.

## BACKGROUND

On June 29, 2015 Council considered Corporate Report No. R141;2015, regarding the South Campbell Heights Environmental Study results. Council adopted the recommendations of this report by way of Resolution No. R15-1191, as follows:

*It was*

*Moved by Councillor Hayne  
Seconded by Councillor Steele  
That Council:*

- 1. Receive Corporate Report R141 as information; and*
- 2. Authorize staff to prepare a Terms of Reference for a land use planning process, including public and stakeholder consultation for Council's consideration, in order to continue the planning process for the Special Study Area in South Campbell Heights.*

*RES.R15-1191*

*Carried*

*Council asked staff to clarify how the environmental issues are to be addressed in the southwest quadrant and northeast quadrant as well, how the issues would be managed within a Terms of Reference.*

*Staff in response noted that the land use it is in keeping with the Neighbourhood Concept (NCP) process and that the Terms of Reference helps to serve as a guideline toward preparing a plan that will take into account the natural features of importance with the neighbourhood.*

*Council asked for clarification regarding residential neighbourhoods within the area and how the lands would potentially be developed in the future. Staff clarified that the recommendations within Corporate Report R141 were to preserve employment land and not have any residential, therefore that would be considered as part of the land use.*

*In response to a question from Council regarding the timeline associated with the land use development, staff clarified that originally Metro Vancouver had assigned a two year study area deadline; however, the two year requirement has since been removed.*

*Council requested that staff include a market feasibility study when the report comes back to Council for consideration with the Terms of Reference.*

## **DISCUSSION**

### **Area Description**

The South Campbell Heights area includes the land south of the Campbell Heights LAP (shown in Figure 1 of Appendix I) of approximately 245 hectares (600 acres) and identified as a Special Study Area in both the Metro Vancouver Regional Growth Strategy ("RGS") and the Surrey Official Community Plan. The Special Study Area indicates a neighbourhood where future land planning is projected, potentially leading to changes from current land use in the future.

The lands within the Study Area are characterized by a mix of agricultural fields and second-growth forests on gently-sloping lands on either side of the Little Campbell River, which flows within a shallow ravine from the northeast to the southwest through the area. Land uses in the area include several working farms, rural residential properties and hobby farms, a recreational vehicle park, small City-operated cemetery and the protected heritage Brooksdale Estate, operated as an environmental and education centre by the A Rocha Society.

## **Local Area Plan Terms of Reference**

The proposed TOR, attached as Appendix I to this report, outlines the proposed scope, objectives, components and timelines of the LAP process for the South Campbell Heights Special Study Area. A map that illustrates the boundaries of the LAP is attached as Figure 1 to Appendix I.

The LAP process and the preparation of the land use concepts will be undertaken primarily by staff from the Planning and Development, Engineering, and Parks, Recreation and Culture Departments. A consulting team will be retained to conduct the market analysis study and to develop the engineering servicing strategy, including stormwater management, transportation, water and wastewater systems and a financing model for implementing the plan.

## **Background and Servicing Studies**

An environmental study to determine ecological conservation opportunities, environmental constraints on development, and the impacts to the local groundwater resources from development was completed in June of 2015 and will inform the development of a Land Use Concept for the area.

It is also appropriate that a number of additional studies be completed in association with the LAP, including, but not limited to:

- a market demand assessment to determine the existing and future need for industrial and/or other employment lands, the timing of this need in relation to the absorption of existing industrial sites in Campbell Heights and elsewhere in the region; and
- servicing and transportation studies to determine the capacity of existing engineering infrastructure, as well as to identify constraints and opportunities of this infrastructure to support the development of the Special Study Area.

In accordance with normal practice, it is anticipated that consulting costs that are incurred by the City in preparing these studies will be recovered through the approval process for development applications in the area included in the LAP.

## **Local Area Plan Consultation**

The proposed local area planning process will involve significant consultation with stakeholders, including:

- property owners within the Study Area;
- Provincial agencies, including the Ministries of Transportation & Infrastructure and Agriculture;
- Metro Vancouver;
- Utilities;
- Little Campbell River Watershed Society;
- Semiahmoo Fish & Game Club;
- A Rocha Society;
- Semiahmoo First Nation;
- members of the public, including public meetings, surveys and communication;
- Agriculture and Food Security Advisory Committee;
- Development Advisory Committee; and

- Environmental and Sustainability Advisory Committee.

Two public meetings are anticipated in Stage 1 of the LAP, with a third public meeting prior to the completion of Stage 2. In addition, necessary amendments to the OCP that are consistent with the approved LAP will include a public hearing. Once the OCP amendment has gone through a public hearing and has been granted third reading, an amendment of the Metro Vancouver RGS can be initiated.

The process of amending the RGS to resolve the Special Study Area, extend the Urban Containment Boundary (if necessary) and include the area in the Fraser Sewerage Area will include circulation for comment to all local governments in the region prior to Metro Vancouver Board's consideration of approval. However, this will not involve a public hearing at the regional level. Following the completion of the Metro RGS amendment process will be in order for Council to consider final approval of the OCP amendment.

### **Policy Context**

The preparation the LAP will be undertaken within the context of Council-adopted strategic plans and policies, including, but not limited, to the Sustainability Charter, the OCP, Transportation Strategic Plan, Biodiversity Conservation Strategy and with consideration for the principles of place-making. The findings and recommendations of the background studies and the Little Campbell ISMP and South Campbell Heights Environmental Study will be taken into consideration in the development of the land use options.

The LAP will also include consideration of the interface and connections between the Study Area and the Campbell Heights LAP to the north, the Agricultural Land Reserve, and to emerging neighbourhood plans in the Brookwood area of the Township of Langley.

In keeping with the Employment Lands Strategy and the Agriculture and Food Strategy the LAP process will also identify opportunities for agro-industrial and food processing development given its strategic location adjacent to Agricultural and Industrial areas and investigate the potential for portions of South Campbell Heights to serve as an agro-industrial and food processing hub for Surrey and the region.

### **Local Area Plan Timing**

If Council approves the attached TOR for the LAP, staff estimates that Stage 1 of the planning process, including the market study will take approximately nine months to complete, with Stage 1 approval expected by the summer of 2016.

Following Stage 1 approval, staff would initiate an amendment of the OCP and the Metro Vancouver RGS to achieve consistency with the approved LAP and to resolve the Special Study Area designation in these plans. This process, as outlined above, is expected to take three to four months and be completed in November, 2016.

The Stage 2 Engineering Servicing Strategy will commence upon the resolution of the Special Study Area designation in the OCP and the Metro Vancouver RGS, and is estimated to be completed by the spring of 2017.

Council will be kept apprised of the progress in relation to the preparation of the LAP at major milestones through Corporate Reports and presentations.

## SUSTAINABILITY CONSIDERATIONS

Planning for future land uses in the Special Study Area involves several significant environmental, social and economic sustainability considerations, including the following actions implementing the Sustainability Charter:

- EC2: Economic Development Strategy and Employment Land Strategy;
- EC11: Surrey's Employment Land Base;
- EN7: Implement Green Infrastructure;
- EN9: Sustainable Land Use Planning and Development Practices; and
- EN12: Enhancement and Protection of Natural Areas, Fish Habitat and Wildlife Habitat.

## CONCLUSION

Based on the above discussion, it is recommended that Council:

- approve the Terms of Reference, attached as Appendix I to this report, as the basis for the preparation of a Local Area Plan for the South Campbell Heights Area; and
- authorize staff to proceed with the preparation of the Local Area Plan based on the subject Terms of Reference.

*Original signed by*  
Jean Lamontagne  
General Manager,  
Planning and Development

*Original signed by*  
Fraser Smith, P.Eng., MBA  
General Manager,  
Engineering

MK/DL/saw

### Attachments:

Appendix I Terms of Reference for Preparation of a Local Area Plan for the South Campbell Heights Area

**TERMS OF REFERENCE**  
for the Preparation of a Local Area Plan for the  
South Campbell Heights Area

**PURPOSE**

These Terms of Reference (ToR) set out the parameters for undertaking a planning and public consultation process for the preparation of a Local Area Plan (LAP) for the South Campbell Heights Area and resolve the Special Study Area designation within the Surrey Official Community Plan and the Metro Vancouver Regional Growth Strategy. They set the context, provide guidelines for preparing the LAP, define the study area, outline the content of the LAP (Stage I and Stage II) and set the approximate timeframe for preparing the plan.

**LOCAL AREA PLAN (LAP) AREA**

The South Campbell Height area is approximately 245 hectares 600 acres with its boundaries outlined in **Figure 1**. This LAP is generally bounded by the Campbell Heights Local Area Plan to the north, the Township of Langley to the east and the Agricultural Land Reserve ("ALR") to the south and west.

The lands within the South Campbell Heights Area are characterized by a mix of agricultural fields and second-growth forests on gently-sloping lands on either side of the Little Campbell River, which flows within a shallow ravine from the northeast to the southwest through the area. Land uses in the area include several working farms, rural residential properties and hobby farms, a recreational vehicle park, small City-operated cemetery and the protected heritage Brooksdale Estate, operated as an environmental and education centre by the A Rocha Society.

The South Campbell Height area is currently designated "Rural" in the Metro Vancouver Regional Growth Strategy ("RGS"), and is also outside of the urban containment boundary. The entire area is designated as Agricultural in the Official Community Plan ("OCP"), but is not within the ALR. The entire Special Study Area is also outside of the Greater Vancouver Sewerage & Drainage District's ("GVS&DD") Fraser Sewerage Area.

The area is identified as a Special Study Area in both the Metro Vancouver RGS and in the OCP. The Special Study Area indicates an area where future land planning is expected, potentially leading to changes from current land use designations. Several development applications and inquiries have recently been received for lands within this Special Study Area.

The re-designation of lands in this area and the extension of the urban containment boundary would require an OCP amendment and a Type 3 minor amendment of the Metro RGS. This process would begin with the OCP amendment being taken through a public hearing and receiving Third Reading by Council. At that point the Metro Vancouver RGS amendment would be initiated. Such an amendment requires an affirmative weighted vote of 50% + 1 by the Metro Vancouver Board, but would not require a Regional Public Hearing. Concurrent with this amendment, the GVS&DD Board would also be required to approve the expansion of the Fraser Sewerage Area to include this Special Study Area. Once the Metro Vancouver RGS amendment is approved, the OCP amendment may be completed.

## POLICY CONSIDERATIONS

**Campbell Heights Local Area Plan:** The Campbell Heights Local Area Plan was approved by Council in 1998. This plan identified a portion of the Special Study Area, south of the Campbell Heights plan and north of 16 Avenue, as "potential future residential".

**Employment Lands Strategy:** In 2008, Council approved the Employment Lands Strategy, which recommended that this South Campbell Heights area, along with the rest of Campbell Heights, be reserved for employment uses such as industrial and business park uses, given the expected regional shortage of industrial lands.

**Ecosystem Management and Biodiversity Conservation:** Several acres of Lands within the Special Study Area have also been identified as having non-urban potential, and have high environmental values. The Ecosystem Management Study (2008) and the Biodiversity Conservation Strategy (2014) identified lands with significant environmental values, including riparian areas along the Little Campbell River and several well forested areas.

**Agricultural and Food Strategy:** Properties within the Special Study Area have been considered for inclusion into the ALR in exchange for the exclusion of lands in other parts of the City, in accordance with Surrey's policies related to ALR exclusions. The Special Study Area is one of the few areas in Surrey that are outside of the ALR, but that have not been designated for urban development or protected as parkland, making this area a candidate for such ALR exchanges.

## SCOPE

### Key LAP Objectives

The following will be addressed and resolved as part of the LAP process:

1. Identify the LAP's vision, principles, and objectives within the context of the Metro Vancouver Regional Growth Strategy, the City's Official Community Plan, Sustainability Charter, Economic Development Strategy, Agriculture and Food Strategy, Parks, Recreation & Culture Strategic Plan, Biodiversity Conservation Strategy and Transportation Strategic Plan to formulate land use, economic and other development policies for the area so as to position it favourably in a global context, particularly with respect to attracting high-technology businesses and agricultural process facilities;
2. Review the Campbell Heights LAP and development of the area to date, identify the planning and engineering principles and features that merit consideration in the proposed LAP and explore alternative solutions for those where improvements are warranted, and determine how South Campbell Heights area should be integrated with the Campbell Heights LAP business Park area;
3. Review and incorporate the findings and recommendations relevant to the NCP area from the background studies on the environmental assets, commercial market opportunities as appropriate, through land use options, policies guidelines and, where applicable, servicing strategies;
4. Review and incorporate the findings and directions relevant to this LAP Area from the Little Campbell River ISMP, as appropriate, through the land use options, policies and guidelines and servicing strategies as applicable;

5. Determine traffic circulation and transportation access from the major roads in the area;
6. Development of all transportation modes, including cycling and transit, and the development of a walkability plan including identification and designs of greenways, multi-use corridors, trails and walkways;
7. Explore options for the type, extent, form and density of land uses in and around areas of environmental sensitivity and in the vicinity of the ALR boundary, and develop guidelines to minimize and mitigate impacts;
8. Explore options and recommend solutions for the effective transition and buffering at the interface with the ALR. In addition identify existing established agricultural land use areas, which are likely to remain unchanged or preserved for the foreseeable future, and explore options and recommend solutions for the effective transition at the interface of these areas;
9. Explore potential for the development of an agro processing industry in this area. Identify opportunities for agro-industrial processing, understood broadly as postharvest activities involved in the transformation, preservation and preparation of agricultural and food production for intermediary or final consumption typically increases in importance with regard to agriculture;
10. Identify any significant view corridors, and develop policies and guidelines for their preservation; and
11. Integrate considerations for sustainable and low-impact development.

### **LAP Preparation and Consultation Process**

The Plan Review process will commence with an assessment of the supply and demand of industrial/business park land in Surrey and specifically within Campbell Heights, and will include the development and evaluation of land use and development policies and strategies, a land use concept plan, and design guidelines for the Plan Area. The plan preparation process will involve the following steps:

1. Identifying area issues and concerns as well as planning opportunities and constraints;
2. Setting planning goals and objectives;
3. Generating land use and development options;
4. Selecting the preferred land use and development option; and
5. Developing a comprehensive plan incorporating land use and development policies, a detailed land use plan including major road layout, design guidelines; and servicing, financing and phasing strategies.

The first stage of the planning process will be undertaken by the Planning & Development Department, with the servicing study as part of 2<sup>nd</sup> stage of the process, managed by the Engineering Department. The Community Planning Division will lead the Land Use Planning and the public consultation process. At least two land use concept options will be developed as part of stage 1. It is expected that a consultant will be retained to complete the engineering components of the NCP (drainage, water, sewer, transportation, and financing) following Council consideration and adoption of Stage 1, and only after the resolution of the Special Study area within the Surrey Official Community Plan and the Metro Vancouver Regional growth strategy.

Public Open Houses will be held during the planning process to present the vision, planning principles and land use concepts, road classifications and layouts as they evolve and receive comments from the general public. Council will be apprised of development of the land use concept options and progress of the LAP at major milestones.

An interagency working group will be formed, with the representatives from external agencies and other stakeholders including the Ministry of Transportation, TransLink, Fraser Health Authority, the Federal Department of Fisheries & Oceans and Metro Vancouver Regional District, among others, to understand their needs and receive their input into the LAP. The working group will meet to identify issues, review and provide comments on plan options and resolve issues. Referral to the Agricultural and Food Security Advisory Committee may be needed. A separate economic analysis on the global, regional and local economic trends and investment market will also be undertaken to provide input to the Plan Review process.

The general plan preparation process is illustrated in **Appendix A1**

The approved plan will provide the basis for the development of a marketing strategy to promote investment opportunities in the City, and particularly in South Campbell Heights, focused on world-renowned high-tech companies as well as supporting business and services.

### **LAP Content**

The South Campbell Heights Plan will generally contain the following components:

1. A statement of planning goals and objectives;
2. Land use, economic, environmental, open space and transportation network circulation policies;
3. A land use concept plan showing specific land use and density designations;
4. Design guidelines for interim and ultimate development;
5. Major road layout; and
6. A servicing and financing strategy including a phasing plan.

The content and level of detail required for the Stage 1 and Stage 2 reports are set out in the following table:

ITEM	LEVEL OF DETAIL FOR STAGE I	LEVEL OF DETAIL FOR STAGE II
<b>Land Use Concept</b> (Map and Policies)	Distribution of uses and densities, projected employment/population and industrial business park/commercial and other land area, reflecting items listed in this table Draft policies Development of overall sustainability principles.	Finalized concept, policies and employment/population analysis. Specific plans and actions related to sustainable development.

ITEM	LEVEL OF DETAIL FOR STAGE I	LEVEL OF DETAIL FOR STAGE II
<b>Location of Open Spaces, Parks, Walkways and Greenways as well as Biodiversity Corridor and Hub Ares for preservation.</b>	Recommended sites for open space and parks to the satisfaction of Parks planning staff.	Confirmation of sites, design details for parks, opens space, walkways, greenways & implementation and financial strategy.
<b>Design and Development Guidelines</b>	Preliminary design and place-making	Detailed design and place-making guidelines.
<b>Transportation Network</b>	Proposed road layout, hierarchy of roads, preliminary indication of impact on transportation system to the satisfaction of Engineering staff	Finalized transportation plan and impact assessment, including the incorporation of transit service. Integration of the road network with the walkways, greenways and cycling routes. Full costing of infrastructure and a financing strategy, including DCC's.
<b>Stormwater Management</b>	Proposed Stormwater Management within the context of the watershed and corresponding impact mitigation strategies in consideration of the recommendations of the, South Campbell Heights Environmental Study and the Little Campbell ISMP, to the satisfaction of Engineering staff	Conceptual sizing of neighbourhood stormwater management facilities (including ponds, trunks, etc.) and associated financial analysis, coordinated with environmental analysis.
<b>Water and Sewer Infrastructure Servicing</b>	Preliminary servicing strategy and indication of the capacity and impact on surrounding area to the satisfaction of Engineering staff	Completed design of water and sewer water systems, including Financials.
<b>Environmental analysis</b>	Site assessment, assessment of environmentally sensitive areas, coded streams, significant stands of trees as identified by the South Campbell Heights Environmental Study. Preliminary review by EAC, ERC, AAC and other applicable	Review of plan by ESAC and ERC if necessary. Integration of environmental concept into finalized plan and policies.
<b>Agricultural and Agro-Industrial Processing Assessment</b>	Overview assessment of the agricultural resources & preliminary recommendations of the Agricultural and Food Strategy and Economic Development Strategy regarding their	Recommendations for incorporation of agricultural and Agro-industrial and food processing policies and land uses into plan.

ITEM	LEVEL OF DETAIL FOR STAGE I	LEVEL OF DETAIL FOR STAGE II
	incorporation into the plan.	
<b>NCP Amenity Contributions Charges and Surcharge Fees</b>		List of amenities, their estimated costs and calculation of amenity fees as well as LAP Surcharge fees for LAP background and servicing studies.

### Specific LAP Components

The final LAP will address all of the issues and items listed under "SCOPE" above and contain the following specific components:

1. The Vision, Planning Principles and Policies for the development of the LAP area;
2. Maps and statistics describing the plan area;
3. A description of the overall development concept;
4. A description of the sustainability features of the concept;
5. Policies for the development and provision of services, amenities and facilities;
6. Policies and strategies reflecting the OCP policy directions including an update to the Regional Context Statement;
7. A land use concept plan showing:
  - (a) proposed land uses for each lot;
  - (b) locations for parks, open space, including greenway connections and biodiversity conservation protection areas with adjacent areas; and
  - (c) buffers, landscaped areas and edge conditions, specifically in relation to adjacent future commercial/business development;
8. A transportation and circulation concept plan that provides for balanced transportation modes, including walking, bicycling, transit and automobiles, traffic calming, appropriate parking supply and plans and strategies for access to/from arterial roads and regional highways;
9. Policies and strategies aimed at meeting energy conservation and GHG reduction targets as identified City's OCP and Community Climate Action Strategy;
10. Guidelines related to neighbourhood character and urban design, CPTED, nuisance control, edge conditions, screening and buffering, environmental protection and tree protection;
11. An environmental impact analysis with recommendations for protection and enhancement of treed areas, watercourses and fish and wildlife habitats;

12. Buffering and landscaping standards to achieve appropriate interfaces and separation, where applicable; and
13. A servicing and financing strategy that contains the following, based on the principle of "development pays":
  - (a) a comprehensive servicing plan that includes the location, staging and standards of services, including sanitary sewer, water, drainage,, transportation infrastructure and other utilities and methods of their implementation through rezoning, subdivision and other mechanisms, as appropriate; and
  - (b) a financial analysis that demonstrates how the servicing plan will be financed.

### **LAP Timeline**

It is estimated that the planning process will take approximately 14 months and be broken into two stages, with various milestones to be coordinated with the schedule of the servicing study commissioned by the Engineering Department. The Stage 1 planning process will commence upon Council's approval of the planning process and these terms of reference, and the Stage 2 Engineering Servicing Strategy will commence only after the approval of Stage 1 and the resolution of the South Campbell Heights special Study area within the Metro Vancouver Regional Growth Strategy.

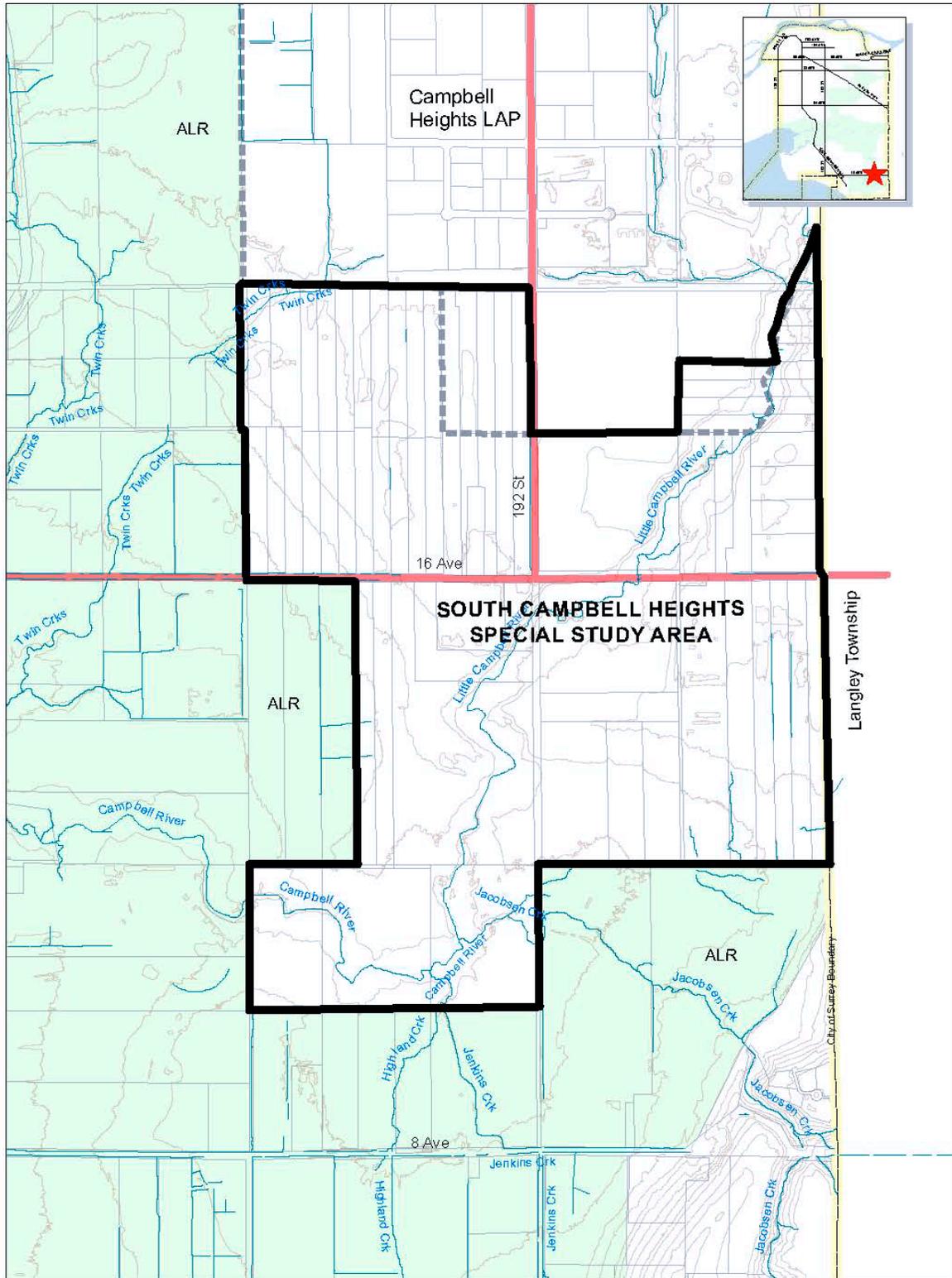
### **Figures**

1. South Campbell Heights Area Boundary
2. South Campbell Heights Special Study Area within the Official Community Plan (OCP)
3. South Campbell Heights Special Study Area within Regional Growth Strategy (RGS)
4. South Campbell Heights in Context of Campbell Heights LAP

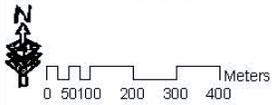
### **Appendices**

Appendix "A1" - Proposed Tasks/Steps in the Process

Figure 1 – South Campbell Heights LAP



**SOUTH CAMPBELL HEIGHTS SPECIAL STUDY AREA**  
 Figure 1: Context Map



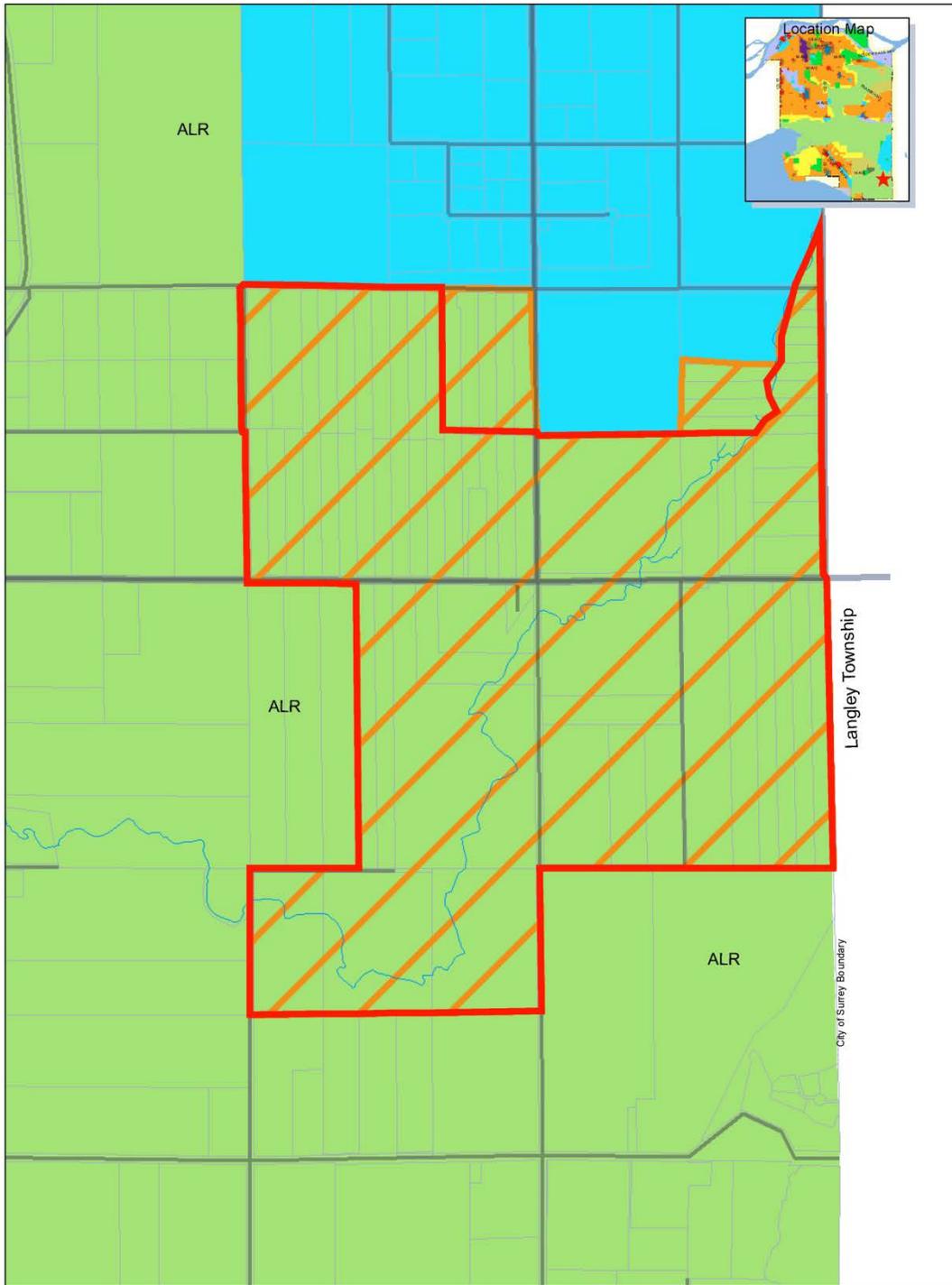
- Legend**
- South Campbell Heights Study Area
  - Campbell Heights LAP Boundary
  - Surrey City Boundary
  - ALR
  - Arterial Roads
  - Lots
  - Open Stream/Channel
  - Contours - 5 metre

City of Surrey Planning & Development Department

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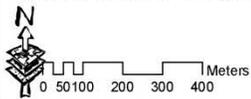
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Figure 2 – South Campbell Heights OCP Designations



**SOUTH CAMPBELL HEIGHTS  
SPECIAL STUDY AREA**

Figure 2: Draft OCP Designation



**Legend**

-  South Campbell Heights Study Area
-  Special Study Area\*
-  Major Roads
-  Agricultural
-  Mixed Employment

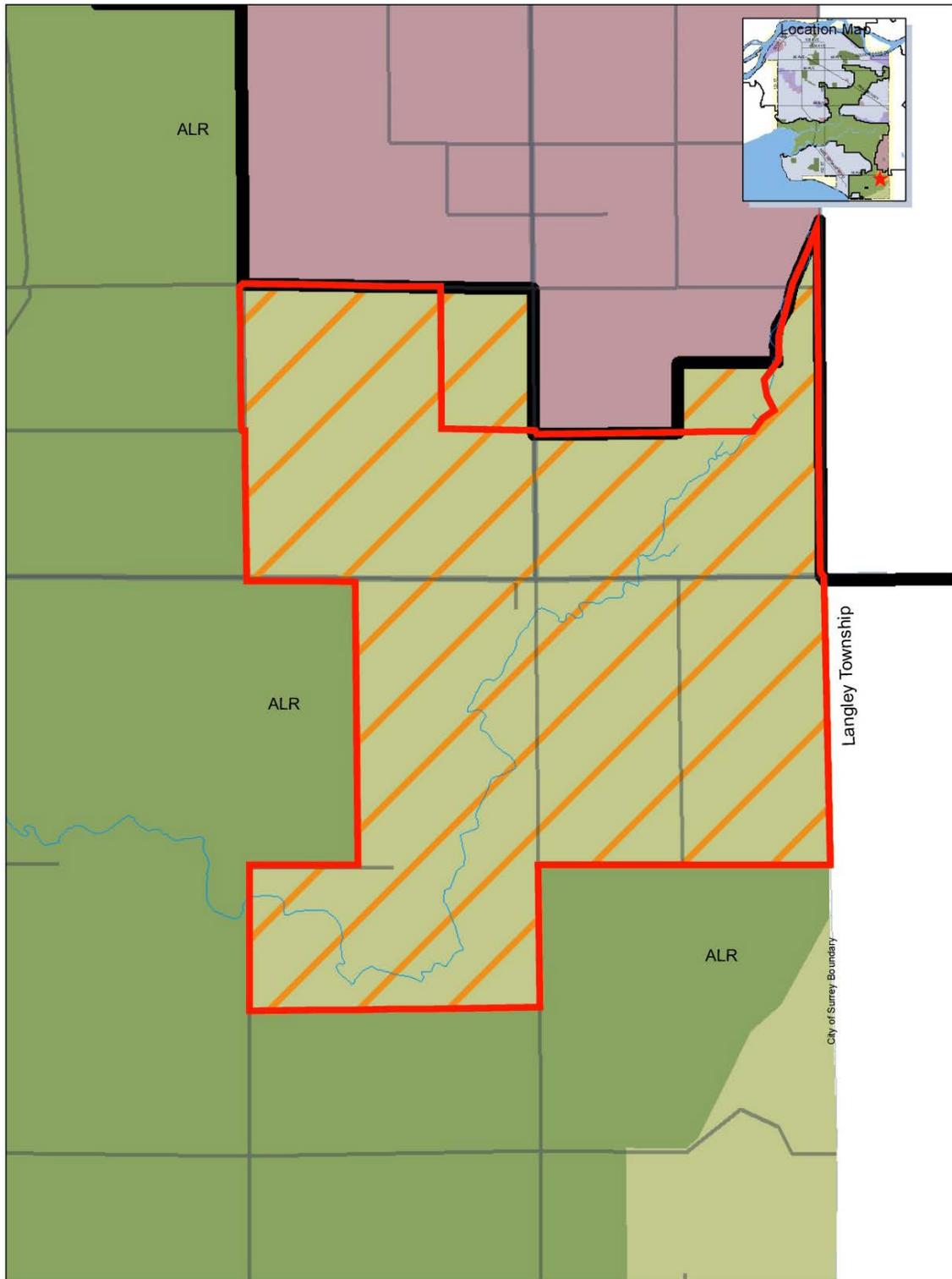
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\*Area subject to a future land use plan study.  
Current land use designation applies in the interim.

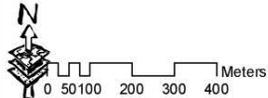
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Figure 3 – South Campbell Heights Regional Growth Strategy Designation



**SOUTH CAMPBELL HEIGHTS  
SPECIAL STUDY AREA**  
Figure 3: RGS Land Use Designations



**Legend**

- South Campbell Heights Study Area
- Urban Containment Boundary
- Mixed Employment
- Agricultural
- Rural
- Special Study Area\*
- Major Roads

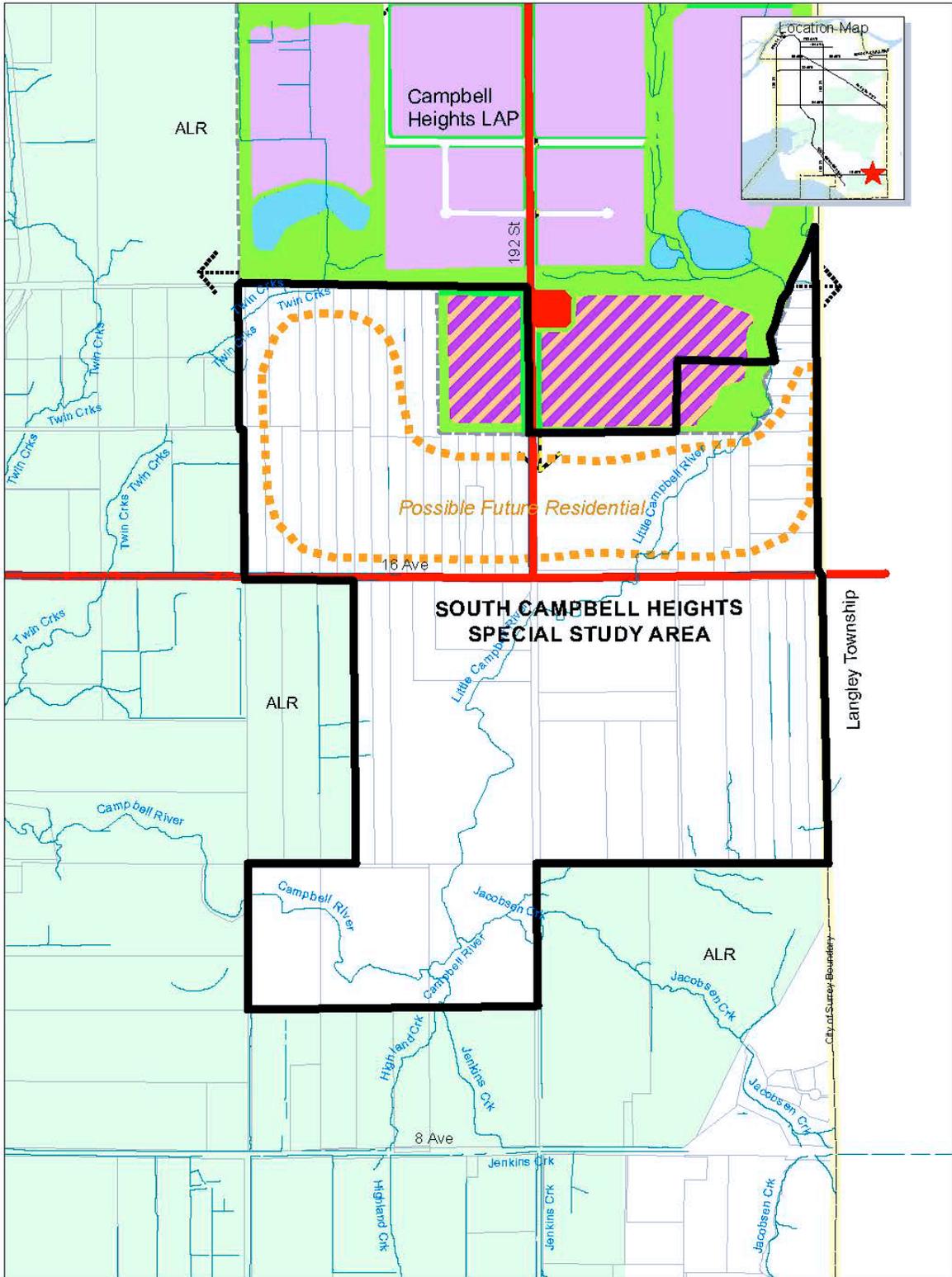
\*Area subject to a future land use plan study.  
Current land use designation applies in the interim.

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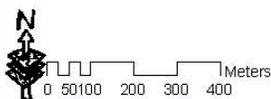
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City of Surrey Planning & Development Department

Figure 4 – South Campbell Heights Context to Campbell Heights Lap



**SOUTH CAMPBELL HEIGHTS SPECIAL STUDY AREA**  
Figure 4: LAP Designation



- Legend**
- South Campbell Heights Study Area
  - Possible Future Residential
  - ARTERIAL\_ROADS
  - MULTILANE-TRAIL
  - PATHWAYS
  - ALR
  - Open Stream/Channel
  - Business Park
  - Business Park (Office)
  - Technology Park or Business Park
  - Technology Park or Business Park (Office)
  - Commercial

- City of Surrey Planning & Development Department**
- Business Park or Live/Work in Cluster Housing Form
  - City Park
  - Open Space Corridors/Buffers
  - Landscaping Strips
  - Stormwater Management Facilities
- 1:10,000

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	Activity/Task	Estimated Timeline
STAGE 1	<b>Initiate formal planning process:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collect background materials and information &amp; establish City Project Team.</li> <li><input type="checkbox"/> Retain consultants to conduct background studies including a market assessment.</li> </ul>	September – November 2015
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Form Inter-Agency Committee (IAC) and hold initial meeting to identify key concerns and needs</li> <li><input type="checkbox"/> Meet w/Council's ESAC, AFSAC, HAC, TC and other committees, as necessary, for advice &amp; comments.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct an initial "kick-off" <i>Public Open House (#1)</i> and initial public engagement and consultation.</li> </ul>	
	<b>Prepare Two Land Use Concept Options for Review:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare at least 2 land use concept options with consideration for the findings of the background studies on the environmental assets, commercial market opportunities and heritage assets, and directions of the Little Campbell ISMP Study, and comments of the IAC, ESAC and AFSAC.</li> </ul>	November – December 2015
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the land use concept options: <ul style="list-style-type: none"> <li>o Technical Review (Inter-Departmental)</li> <li>o Meetings with the key stakeholders; including Land Owners, IAC and ESAC, AFSAC &amp; TC as required</li> </ul> </li> </ul>	January – February 2016
	<b>Develop a Preferred Land Use Concept:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review stakeholder feedback on Land Use Concept Options</li> <li><input type="checkbox"/> Conduct a Technical Review (Inter-Departmental)</li> <li><input type="checkbox"/> Peer Review (Industry experts – urban design, sustainability, engineering, development);</li> <li><input type="checkbox"/> Meetings with Land Owners, IAC and other stakeholders as required;</li> <li><input type="checkbox"/> Seek Council's approval to present the preferred Option to the public; <ul style="list-style-type: none"> <li>o <i>Hold a Public Open House (#2).</i></li> </ul> </li> </ul>	March – April 2016
	<b>Refine the Preferred Land Use Concept, as required.</b>	May - June 2016
	<b>Develop preliminary land use &amp; design guidelines for Stage 1</b>	
	<b>Seek Council's approval of Stage 1 report including the land use concept, policies &amp; guidelines</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate an OCP amendment, including resolution of the Special Study Area designation; and</li> <li><input type="checkbox"/> Initiate RGS and Fraser Sewerage Area amendment applications, including resolution of the Special Study Area designation.</li> </ul>	July 2016
<b>Complete Regional Growth Strategy and Official Community Plan Amendment Process</b>	July – October 2016	
<b>Bring forward Terms of Reference for Stage 2 Servicing Strategy</b>		

	Activity/Task	Estimated Timeline
<b>STAGE 2</b>	<p><b>Amend Stage I Plan as Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Resolve any outstanding issues from Stage 1 and expand upon, add to and finalize Stage 1 policies &amp; guidelines;</li> <li><input type="checkbox"/> Prepare urban design policies &amp; sustainable development Guidelines;</li> <li><input type="checkbox"/> Prepare detailed servicing, phasing and financing strategies.</li> </ul>	November 2016 – March 2017
	<p><b>Review of final plan</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical Review (Inter-Departmental)</li> <li><input type="checkbox"/> Peer Review (Industry experts – urban design, sustainability, engineering, development)</li> <li><input type="checkbox"/> Meetings with Land Owner, IAC and other stakeholders as Required</li> <li><input type="checkbox"/> Seek Council's approval to present the options to the public</li> </ul>	
	<p>Hold the final <i>Public Open House (#3)</i> to present Final Servicing, Phasing and Financial Strategies.</p>	