

TERMS OF REFERENCE ELECTORAL AREA "F" INDUSTRIAL & SERVICE COMMERCIAL LANDS STUDY



Regional District of North Okanagan - Electoral Area "F"

BACKGROUND

Industry is an important component of the North Okanagan economy in that it provides both employment and tax revenues for the region. Over the past ten years, there have been a number of Official Community Plan (OCP) / Zoning Amendment Applications within Electoral Area "F" for Industrial and Commercial land uses. Most recently, an Official Community Plan/Zoning Amendment Application for the property located at 6402 Highway 97A resulted in staff being directed to develop Terms of Reference for a planning process to address how the subject property may form part of a larger area of existing and potential future industrial and commercial land uses.

This work would build on past Industrial / Commercial Employment Land studies, including the Regional Employment Lands Action Plan and vacant land inventories. Preparation of a plan is supported by the Electoral Area "F" OCP Industrial Lands and Transportation policies which suggest that:

- major industrial land developments should not be considered for a community plan amendment/rezoning until a comprehensive plan is provided in accordance with the policies of the OCP, and until the roads and services adequate for the development are either in place or guarantees regarding their construction and installation are provided.
- development for which road upgrading would be required should not be permitted to proceed until roads adequate for the development are in place.

Draft Proposed Study Area Boundaries are attached as Schedule A to the Terms of Reference.

PROJECT GOALS

As the Electoral Area "F" and City of Enderby's vacant employment lands (Industrial/Commercial lands) inventory steadily approaches buildout, additional Industrial and Service Commercial lands need to be considered and integrated in a strategic manner. This review will ensure there is an adequate supply of employment lands appropriate for the community context and satisfy the Electoral Area "F" Commercial, Industrial & Community objectives within the Official Community Plan and the North Okanagan Regional Growth Strategy.

SCOPE OF WORK AND PROJECT SCHEDULE

It is anticipated the Electoral Area "F" Industrial & Service Commercial Lands Study will take approximately 9 months to complete. The following is a projected timeline to complete the three Phases.

Phase I: **Initiation** Projected Time Period: Two Months

Commencement of Process

- Plan initiation
 - Public Consultation on Proposed Plan Area Boundaries and obtain general feedback on the proposed study.
- Preliminary Discussions with Agencies and Adjacent Local Governments
 - MoTI- access and egress.
 - Splatsin and the City of Enderby- conversations on existing and future Industrial and Service Commercial land inventories/capacity.
- Background review
- Regional Employment Lands Action Plan
- Vacant Land Inventories
- Environmental Considerations
 - Aquifers
 - Environmentally Sensitive Lands
- Electoral Area "F" relevant policies/direction
- Regional Growth Strategy applicable policies/direction
- Phase I Discussion Paper- summarizing findings and recommending if/when Phase II should proceed.

Phase II: **Development** Projected Time Period: Three Months

Agency Engagement

- Ministry of Transportation and Infrastructure-Frontage Road Concepts
 - Technical Design and an indication of how a new road or access points along the Highway may be constructed/implemented- ensure all proposed designs provide safe access and egress.
- Fire Protection

Background Report

- Identify the various density and land use options
- Draft policies
- Identify the preferred road network and access points
- Development Permit Form & Character Guidelines Review (adequate for these lands, or is there a need for specific criteria for the study area? (e.g. Visual impacts)

Public Engagement on Proposed Amendments

- Open Houses
- Online Engagement
- Determine the level of support for the proposed changes
- Identify any additional preferred land uses or concerns with the proposal

Phase III: **Bylaw Process** Projected Time Period: Three Months
(RDNO initiated)

- Draft Bylaw and refer to relevant agencies
- Final revisions and presentation to Electoral Area Advisory Committee
- Public Hearing
- Bylaw Adoption

ADVISORY PLANNING COMMISSIONS; EXTERNAL AGENCY INVOLVEMENT; AND THE ELECTORAL AREA ADVISORY COMMITTEE

The Electoral Area "F" Industrial & Service Commercial Lands planning process will be vetted through the Advisory Planning Commission, whose mandate includes: reviewing policies respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under Part 14 - [Planning and land use management] of the Local Government Act.

Additional input for the Electoral Area "F" Industrial & Service Commercial Lands Study will be sought through the participation of external agencies, which will provide opportunities to capture any other matters that may arise. Referral agencies may include but are not limited to:

Ministry of Transportation and Infrastructure (MoTI) - *The authority over the local road network* - any future road networks and access points on Hwy 97A or Hwy 97B will need to be contemplated/supported by MoTI.

Splatsin & City of Enderby - *Adjoining jurisdiction* - opportunities to improve local area conditions and to ensure future growth plans align.

Enderby and District Fire Department, Shuswap River Fire, and Twin Lakes / Grandview Bench Fire - *All three departments provide fire protection service for the proposed plan area* - they will need to review land uses changes from a fire safety perspective and identify any challenges or opportunities to serve the community better.

As the development of the Electoral Area "F" Industrial & Service Commercial Lands Study may result in bylaw amendments, the Electoral Area Advisory Committee and, subsequently the Board of Directors will make the final determination on the policies and guidelines for the plan area.

RESOURCES & FUNDING

The Planning and Building Department will oversee this project. Work will be completed through a consultant. Funding has been secured through the Community Works Fund for Phase I - II of the project.

Phase I-II - \$50,000

- Including consultant time and advertising and outreach costs (mailouts, newspaper ads, social media ads, surveys).

Phase III - RDNO

- 40 hours of Planners' time, Clerical / Administrative Support, and Management time to prepare and advance any Bylaw Amendments.

INVOICING

Invoices shall be submitted electronically to financeap@rdno.ca (copy to laura.frank@rdno.ca) and shall have the following in the email body or subject line:

Attn: Laura Frank, Regional Planning Projects Manager

RDNO Area F Industrial & Service Commercial Lands Study

All invoices shall have the following information contained either on the invoice or on an attached page. Invoices may be rejected if they do not contain at least this minimum project status information:

- Date of invoice and period the invoice covers; and
- A table containing the information outlined below:

	Amount of This Invoice	Prior Invoiced	Original Budget	Revised Budget	Total Invoiced
Task 1					
Task 2					
Totals					