



Lake Country Business Park ASP Terms of Reference

September 20, 2024

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Executive Summary

Introduction

Identified within the District of Lake Country (DLC) *Official Community Plan (OCP)*, Area Structure Plans (ASPs) respond to the need for a more sustainable Central Okanagan Region by providing policies, land use and infrastructure planning to manage growth within a given geographic area. Providing the linkage between a future site-specific development proposal and the OCP, an ASP is a high-level community planning document that describes the vision, set of objectives, and land use strategy to achieve the build-out of a future project or neighbourhood. Adopted by Council within the OCP, ASPs do not provide future development rights for a project, nor does ASP approval supersede any Council-adopted municipal Bylaws.

This Terms of Reference serves as policy for the preparation of an ASP for the Lake Country Business Park, including the required content, consultation process and technical studies. The ASP will identify a policy framework for land use, technical assessments, environmental management, transportation planning, public engagement, and requirements for servicing and financing. The ASP will be prepared by a Professional Consulting Team with project oversight and technical review by DLC staff. Below is a summary of resources and expertise required for the completion of the ASP, for further details refer to Schedule A:

Professional Consulting Team Expertise:

- Master Planning and Urban Design;
- Public Consultation and Facilitation;
- Environmental Assessment and Management;
- Archaeological Overview Assessment;
- Geotechnical Assessment and Management;
- Transportation Engineering;
- Civil Engineering (water, sanitary, rainwater management and street design);
- GHG Assessment;
- Wildfire Abatement Report;
- Industrial + Commercial Market Analysis; and,
- Cost Recovery Analysis and Land Economics.

District of Lake Country:

- Council; and,
- District Staff: Planning + Development, Engineering, and Parks, Recreation + Culture Departments.

Area Structure Plan Intent

The Area Structure Plan's overall intent is to:

- Plan and guide development of the Lake Country Business Park as a vibrant and market-ready commercial and industrial hub towards diversifying the municipal tax base;
- Apply Land Use designations on the business park lands, including light industrial, commercial, and potential residential;
- Plan the supporting servicing and transportation infrastructure that is consistent with the vision, guiding principles, and the policies of the OCP, including Development Permit Areas; and,
- Support the commercial, industrial and financial goals of the District of Lake Country through a feasible plan that has been proven through detailed technical analysis.

The Area Structure Plan will provide:

- A statement of goals, objectives and policies;
- An inventory of the existing site conditions;
- Business Park vision and rationale, including a vision for project edge conditions;
- Land Use Plan with associated policies;
- Parks and Environmental Network Plan with associated policies relating to the provision of public amenities, including parks, trails and connections to broader community;
- Environmental protection policies;
- Street Hierarchy Plan with associated transportation policies based on the completed business park street design;
- Water, sanitary and stormwater management plans with associated servicing policies;
- Infrastructure lifecycle costing information;
- Implementation policies, including prerequisites for construction; and,
- Draft zoning analysis for up to three Land Use Zones to inform the future rezoning process.

OCP Policy Framework

The OCP designates the Lake Country Business Park area for future industrial and commercial growth near Glenmore Road and Highway 97, and includes goals and policies to support the development of a business park with associated municipal servicing and transportation network. The ASP process will determine the substance and detail of the future growth area.

OCP Goals for the Glenmore Industrial Lands:

- 6.1.1 Support the creation of well-paying jobs for residents.
- 6.1.2 Expand the non-residential sustainable community.
- 6.1.3 Develop an economically sustainable community.
- 6.1.4 Encourage the creation of a vibrant commercial and industrial sector.
- 6.1.5 Increase the proportion of Lake Country residents working within the District.

OCP Policies for the Glenmore Industrial Lands:

OBJECTIVE: 6.1.8 Ensure sufficient supply of commercial and industrial development lands

- POLICY: 6.1.9 c. *Support redevelopment of the Glenmore Industrial Lands from gravel extraction to light industrial uses*

OBJECTIVE: 6.4.1 Advertise existing local business and attract new business to Lake Country

Attachment A-Lake Country Business Park-ASP Terms of Reference

- POLICY: 6.4.2 b. *Highlight the new Main Street development and Town Centre areas, the Glenmore Industrial Lands, as well as the existing agricultural industry for new business opportunities*

OBJECTIVE: 19.1.3 Provide suitable and sufficient serviced industrial lands

- POLICY: 19.1.4
 - a. *Continue to phase out gravel extraction pits in the Glenmore area*
 - b. *Establish a strategy outlining a reclamation and development plan for the Glenmore Road industrial area*
 - c. *Temporary Use Permits may be used to allow businesses to temporarily locate in non-industrially zoned areas*
 - d. *Evaluate home occupation and Temporary Use Permits with the mind to encouraging industrial business owners on residential lots to move into industrial areas*
 - e. *Permit limited accessory residential uses in industrial developments to maintain security and allow flexibility for live/work industrial uses*

The Lake Country Business Park ASP will complete the land use and infrastructure planning required to implement future development that aligns with the Goals and Policies of the OCP.

Reference Material

The following reference materials will be reviewed by the Professional Consulting Team in preparation of the ASP to ensure coordination with the District's overall planning framework:

- District of Lake Country Official Community Plan (OCP) | 2018-2038;
- Regional District of Central Okanagan Regional Growth Strategy | 2014;
- District of Lake Country Business Park Servicing Plan | 2024;
- Lake Country Business Park - Glenmore Road Conceptual Sanitary Servicing Options | 2024;
- District of Lake Country Development Cost Charges Bylaw Update Report to Council | July 2024;
- District of Lake Country Development Cost Charges Bylaw Update DRAFT Report | July 2024;
- Report to Council on Glenmore Industrial Lands | June 2022;
- District of Lake Country Mobility Master Plan | 2021;
- District of Lake Country Water Master Plan | 2023;
- District of Lake Country Community Sewer Servicing Strategy | 2013;
- District of Lake Country Community Wildfire Protection Plan | 2010;
- McCoubrey Plateau Area Structure Plan Terms of Reference | 2023; and,
- Regional District Employment Lands Inventory Report | 2024 ETA.

SCHEDULE A:

AREA STRUCTURE PLAN – Scope of Work

Resourcing: People + Expertise

DLC Staff Lead

The ASP will be overseen by an assigned DLC Staff Lead who is responsible for working with the Prime Planning Consultant to guide completion of the ASP.

Prime Consultant

A Prime Consultant will be retained to undertake ASP planning + design, public engagement, and support the project through the municipal review process. The Prime Consultant must have experience and expertise in master planning and design at a neighbourhood scale.

Professional Consulting Team Expertise

A number of professional disciplines are required to work together to develop the District of Lake Country Business Park ASP. The DLC Staff Lead will assemble the Professional Consulting Team with input from the Prime Planning Consultant.

The following disciplines are anticipated to be required:

- Civil Engineering (water, sanitary, stormwater management and street design);
- Transportation Engineering;
- Geotechnical Assessment and Management;
- Environmental and Wildlife Assessment and Management;
- Archaeological Assessment;
- Wildfire Hazard Assessment;
- Greenhouse Gas Emissions Assessment; and,
- Market Analysis and Land Economics.

Municipal Departments

In preparing the ASP, the DLC Staff Lead and Prime Planning Consultant will collaborate with the DLC Planning + Development, Engineering + Environmental Services, and Parks, Recreation + Culture Departments.

Referral Agencies

In preparing the ASP, the DLC will consult with Provincial agencies, the Regional District of Central Okanagan, First Nations, and public utility operators prior to the ASP Bylaw process.

Council

The DLC Staff Lead and Prime Planning Consultant will present updates to Council on progress of the ASP within Phases 2, 3 and 4 of the Process.

Process

OCP Requirements

As outlined in the OCP, Area Structure Plans are required for areas anticipating growth in density to provide a linkage between the specific development proposal and all DLC Plans (outlined in Section 4.7 of the OCP).

Area Structure Planning and Consultation Process

The ASP will be prepared according to the following 4-Phase process. A Project Checklist will be maintained to ensure all requirements for a given phase are completed before proceeding to the next phase. Refer to Schedule D for Project Checklist.

PHASE 1 | Technical Due Diligence - Biophysical Studies, Planning + Engineering Inventories

Phase 1 of the ASP involves completing technical due diligence including the biophysical, planning, and infrastructure baseline mapping. The studies completed through Phase 1 will provide the inventory and analysis for understanding the opportunities and constraints of the land, as well as considerations for phasing and implementation.

Project Initiation

- Initiation meetings with DLC staff to review Scope of Work, major milestones, schedule and available resources.
- Understanding priorities and requirements of DLC staff.
- Acquire digital mapping and technical background information available from the DLC.

Biophysical Assessments

- The following studies need to be completed as part of the ASP Phase 1 process:
 - Physical: Aerial with Cadastral Overlay, Landform, Slope and Aspect Analysis;
 - Archaeological: Archaeological Overview Assessment;
 - Environmental: Environmental Baseline Assessment;
 - Geotechnical: Geotechnical Hazard Assessment; and,
 - Wildfire Hazard Assessment
- Refer to Schedule C for further details.

Planning + Engineering Inventories

- Planning: OCP Land Use, Zoning and Land Ownership plans;
- Engineering: public streets, water, sanitary, and stormwater infrastructure plans, as well as all utility infrastructure, right-of-ways and easements;
- Industrial + Commercial Market Analysis: identification of existing industrial and commercial areas outside the ASP area and potential supportable industrial and commercial uses within the ASP; and,
- Refer to Schedule C for further details.

Phase 1 Consultation

- Following the IAP2 Spectrum, the following stakeholders will participate in Phase 1 of the ASP Process:
 - DLC Staff | Collaborate: The Consulting Team will work directly with staff throughout the process to ensure concerns and aspirations are consistently understood and considered.

Phase 1 Deliverables

- The following materials will be provided as part of the Phase:
 - Environmental, Archaeological and Geotechnical draft studies and associated GIS mapping;
 - Biophysical Assessment Summary with Opportunities and Constraints Plan; and
 - Planning, Engineering, Market Analysis Inventory Summary.

PHASE 2 | Preliminary Design Options

The assessments and studies undertaken in Phase 1 will inform the preparation of the Preliminary Design Options which will be presented to DLC staff and the public as part of Phase 2.

Development of Preliminary Design Options

- Based on the OCP Objectives and the work completed in Phase 1, the Consulting Team will develop multiple Design Options (not less than 2), with corresponding objectives, statistical summary with total floorspace projections, and associated amenities.
- The ASP Preliminary Design Options should include a high-level Servicing Analysis to prove feasibility and support evaluation.
- The ASP Preliminary Design Options should be consistent with the OCP Goals and Policies for the DLC Business Park.

Phase 2 Consultation

- Following the IAP2 Spectrum, the following stakeholders should participate in Phase 2 of the ASP Process as follows:
 - DLC Council | Empower: Preliminary Design Options and the Summary of Consultation will be presented to Council for consideration and direction towards a Preferred Design Option;
 - DLC Staff | Collaborate: The Consulting Team will work directly with staff throughout the process to ensure concerns and aspirations are consistently understood and considered;
 - Landowners | Consult: The Consulting Team will obtain feedback from landowners on ASP Preliminary Design Options, analysis, alternatives and proposed plan direction; and,
 - General Public | Consult: The Consulting Team will provide the public with balanced and objective information and obtain feedback to assist in the public understanding of the ASP Preliminary Design Options, analysis, alternatives and proposed plan direction.

Phase 2 Deliverables

- The following materials will be provided as part of the Phase:
 - Preliminary Design Options, including high-level servicing analysis;
 - Consultation materials; and,
 - Feedback Summary of Phase 2 Consultation.

PHASE 3 | Preferred Option and Technical Due Diligence

Based on DLC staff feedback and Council direction obtained in Phase 2, the Consulting Team will prepare a Preferred ASP Option, consistent with the OCP Goals + Policies. With the development of the Preferred Option, the required Engineering and Financial Studies will be initiated; to be finalized as part of Phase 4.

Prepare Preferred Option

- Based on an evaluation of the Preliminary Design Options and the feedback collected during Phase 2 consultation, the Preferred Option will be prepared as a single design with corresponding objectives, statistical summary (floorspace projections), development phasing, implementation plan and associated amenities.

Engineering Studies

- The following engineering studies are required to support the land uses envisioned in the Preferred Option:
 - Civil: Street Hierarchy Plan, Water, Sanitary and Stormwater Conceptual Master Plans;
 - Transportation: Transportation Impact Assessment update; and,
 - Greenhouse Gas Emissions Assessment (per DLC OCP requirement).
- Refer to Schedule D for further details.

Financial Study

- Financial Analysis: Assessment of lifecycle costing implications as it relates to planning, finance, engineering, and infrastructure – Refer to Schedule E for further details.

Development Phasing + Implementation Plan

- In accordance with Land Use Planning, Servicing Studies, and Financial Analysis, a Conceptual Phasing Plan will be developed to ensure efficient implementation of the ASP.

Phase 3 Consultation

- Following the IAP2 Spectrum, the following stakeholders will participate in Phase 3 of the ASP Process:
 - DLC Council | Empower: Preferred Design Option and the Summary of Consultation will be presented to Council for information on the ASP status;
 - Staff | Involve: The Consulting Team will work directly with staff throughout the process to ensure that concerns and aspirations are consistently understood and considered;
 - Landowners | Consult: The Consulting Team will obtain feedback from landowners on studies, analysis, alternatives and the Preferred ASP option; and,
 - General Public | Consult: The Consulting Team will provide the public with balanced and objective information to assist and obtain feedback to assist in understanding of the studies, analysis, and Preferred ASP Option.

Phase 3 Deliverables

- The following materials will be provided as part of the Phase:
 - Preferred Option Land Use Plan and statistical summary;
 - Development Phasing + Implementation Plan;
 - Visual Impact Assessment in form of 3D Model Video;
 - Draft Civil, Transportation and GHG Emissions Assessment Studies;
 - Draft Financial Analysis;
 - Consultation materials; and,
 - Feedback Summary of Phase 3 Consultation.

PHASE 4 | Area Structure Plan Document

Phase 4 will require synthesizing all technical findings, Preferred ASP Option and associated figures, schedules and policies in an ASP document for staff review and consideration. The research, analysis

and engagement activities carried out in the earlier phases will inform policy directions and implementation actions. Following staff review, the ASP will be brought forward to Council for final adoption within the OCP.

Final Area Structure Plan and Technical Studies

- Finalize ASP based on feedback provided by DLC staff and Phase 3 Consultation, as well as potential new findings from Engineering and Financial studies;
- Finalize Engineering and Financial studies to reflect the ASP and associated statistical summary.

Area Structure Plan document

- Prepare draft ASP document with associated figures, schedules and policies according to the content requirements outlined in Section 2 of the Terms of Reference;
- Review draft ASP document with DLC staff;
- Finalize document for Adoption by Council reflecting DLC staff feedback.

ASP Public Hearing and Council Adoption Process

- Prepare staff report and present to Council for 1st Reading;
- Refer the ASP Bylaw to required external agencies;
- Provide ASP document and the final Technical Appendices for public review;
- Advertise and administer a Public Hearing in accordance with the DLC Bylaw adoption process with 2nd, 3rd and 4th Reading at the discretion of DLC Council.

Phase 4 Deliverables

- The following materials will be provided as part of the Phase:
 - Draft and final ASP document; and,
 - Final Technical Studies formatted as a Technical Appendices to the ASP.

AREA STRUCTURE PLAN CONTENT

While the Consulting Team is encouraged to be creative and innovative in its approach, the ASP is required to include the following:

Overview

- Rationale for ASP;
- Alignment with Regional Growth Strategy and OCP;
- Land Uses – Descriptions and Policies;
- Light Industrial + Commercial;
- Public Parks;
- Civic Infrastructure;
- Environmentally Sensitive Areas;
- Infrastructure – Descriptions and Policies;
- Transportation:
 - Street Network and Hierarchy;
 - Cycling Network;
 - Pedestrian Network;
 - Transit Network.
- Servicing:

Attachment A-Lake Country Business Park-ASP Terms of Reference

- Water Conceptual Master Plan;
- Sanitary Conceptual Master Plan;
- Stormwater Conceptual Master Plan.
- Designation of Development Permit Areas within the ASP, including the opportunity to update or establish new Development Permit Guidelines, where applicable:
 - Erosion Hazard;
 - Wildland Fire;
 - Natural Environment;
 - Commercial; and,
 - Industrial.
- Implementation:
 - Phasing + Implementation Plan;
 - Regulatory Requirements; and,
 - Pre and Post Construction regulations.

Schedules

- Land Use Plan
- Park and Trails Plan
- Street Hierarchy Plan
- Transportation Network Plan (pedestrian, cycling, transit)
- Water Conceptual Master Plan
- Sanitary Conceptual Master Plan
- Stormwater Conceptual Master Plan
- Development Permit Areas Plan
- Development Phasing Plan

Figures

- Area Structure Plan Context;
- Site Analysis, including Aerial, Landform, Slope and Aspect Plans;
- Land ownership, including delineation of ownership and parcels boundaries;
- Form and Character images; and,
- Illustrative Plan.

Technical Appendix

SCHEDULE B:

COMMUNICATION AND PUBLIC ENGAGEMENT STRATEGY

Schedule B: Communication and Public Engagement Strategy (CPES) has been prepared to describe potential public engagement for the DLC Business Park Area Structure Plan process.

The CPES covers the following key elements:

- Consultation Objectives;
- Consultation Formats + Outcomes; and
- Engagement Structure Next Steps.

Consultation Objectives

The CPES identifies the following objectives for the DLC Business Park Area Structure Plan process:

- Fair Process: accessible and inclusive notification, communication and engagement of stakeholders;
- Equitable Stakeholder Involvement: rational information, communication and response to stakeholder feedback and queries; and,
- Transparent + Timely Communication: easy to understand information provided in a timely manner to permit stakeholders to be informed about the project, ask questions and provide input.

Consultation Formats + Outcomes

Consultation Formats

The CPES identifies the following range of potential on-line and in-person communication formats:

- DLC project website and social media notices, plan information and updates;
- Public Open Houses with information boards, annotated plans, 3D models and videos; and,
- Public Feedback Surveys.

In addition, regular technical review meetings with DLC staff will be used to involve municipal departments in the ASP process.

Public Open Houses

Public Open Houses will be held to engage the community by providing information on the ASP and collecting feedback. The specific format and sequencing of events will be determined in collaboration with DLC staff and will align with the phased ASP process. Materials prepared for the events will make use of materials such as annotated plans and infographics, 3D site models and flythrough videos to communicate complex or technical information and concepts.

The Open Houses are expected to conform to the following process:

- Events will be held for the DLC Area Structure Planning process;
- Events will be advertised through mailouts, newspaper, and on-line notifications;
- Events will be hosted in local facility to ensure an accessible meeting venue; and,
- The Prime Planning Consultant will prepare required materials and information and will co-facilitate events with DLC Staff.

Landowner Engagement

Landowners in the ASP area will be informed at the beginning of the process with an Information Notice, delivered via mail-outs and/or electronically, will be used to provide Landowners information regarding:

- ASP website address + launch date;
- Upcoming community consultations and/or opportunities to provide feedback; and,
- Updates or amendments to the ASP process.

Specific engagement formats for ASP Landowners will be determined by the DLC Staff Lead and Prime Planning Consultant and may include dedicated Landowner Open Houses and/or 1-on-1 Virtual Meetings.

District Staff Meetings

The Consulting Team will work directly with DLC staff through regular meetings throughout the ASP process.

Council Presentations

The DLC Staff Lead and Prime Planning Consultant will present updates to Council on progress of the ASP within Phases 2, 3 and 4 of the APS Process. Council presentations will make use of annotated plans and infographics, 3D site models and videos to communicate technical information and concepts.

On-line Consultation Options:

Project page – hosted on the DLC website. The project page will serve to inform residents and the public and provide the opportunity to:

- Learn more about the project (written, plans, videos);
- review plans and reports;
- learn about the status of the project;
- be notified about upcoming meetings or milestones; and,
- provide comments and ask questions.

Consultation Outcomes

Through undertaking a range of communication formats, events and methods, the CPES is intended to satisfy the stated objectives for a Fair Process, with Equitable Stakeholder Involvement, and Transparent and Timely Communication.

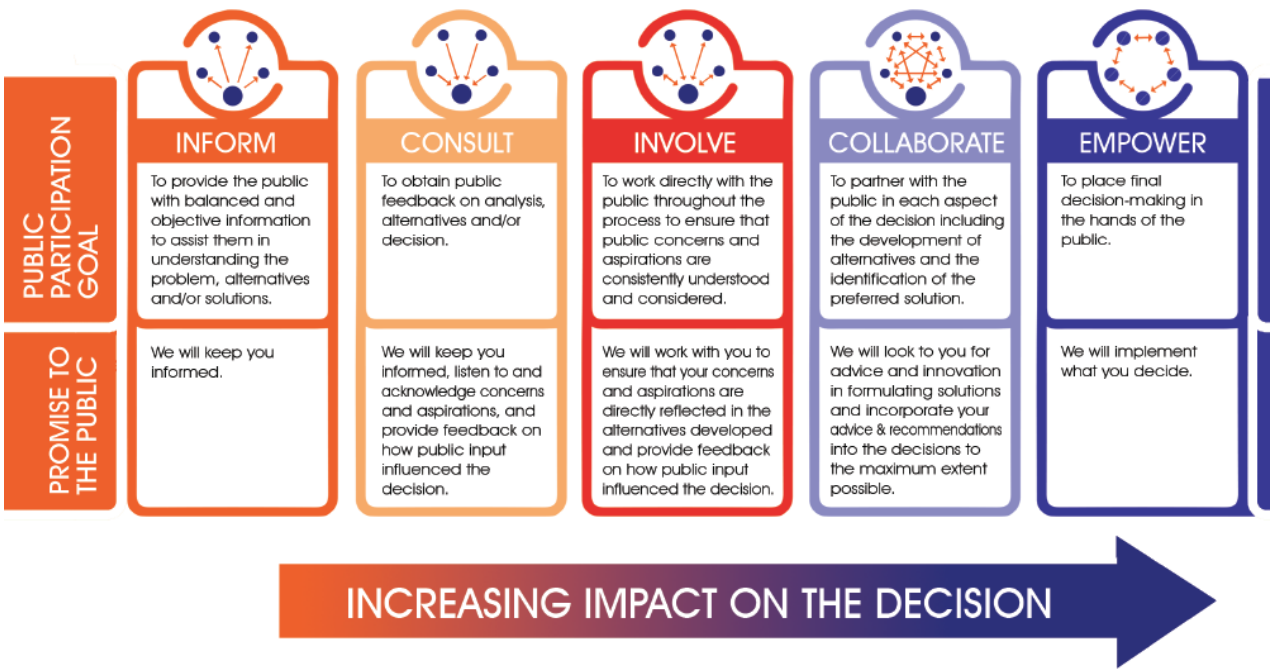
Engagement Structure

The DLC Staff Lead and Prime Planning Consultant will collaborate to detail the specific methodology of engagement, the purpose and objectives of each engagement phase, detailed schedule of events, and how input will be used to inform subsequent steps of the process. Each phase of engagement is expected to be flexible to allow for additional engagement for new and emerging topics, as required.

International Association for Public Participation (IAP2) Spectrum

<https://www.iap2.org/mpage/Home>

IAP2 Spectrum



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SCHEDULE C:

TECHNICAL STUDIES – Terms of Reference

Introduction

OCP Requirements

As outlined in the OCP, ASPs should, at a minimum, provide the information outlined in pages 4-15 to 4-16 of the OCP.

4.7.3: In preparing an ASP, the following should be provided:

- a) An inventory of existing conditions and a statement of goals, objectives and policies.*
- b) Confirmation that the proposed site design identifies and avoids constraints to growth.*
- c) A vision for the Urban Containment Boundary, not based on ownership but on community need and a coordinated vision for the land use of all development lands in the area.*
- d) Detailed information on the natural environment and other influences from development.*
- e) Identification of future land uses, subdivision requirements and zoning by type and density.*
- f) Specific transportation networks and traffic management impact studies.*
- g) Identification of need for any required major institutional facilities.*
- h) An assessment of all available opportunities to connect to adjacent neighbourhoods.*
- i) Orderly provision of supporting infrastructure required to service the development.*
- j) Identification of required infrastructure upgrades and a resolution of servicing issues.*
- k) Assessment of life cycle costing implications as it relates to planning, finance, engineering and infrastructure.*
- l) A greenhouse gas emissions assessment for construction and other longterm impacts.*
- m) A detailed public consultation plan, outlining timing and opportunities for public input.*

Environment

ASP Environmental Assessment

An Environmental Assessment will be conducted in Phase 1 of the ASP process. Undertaken by a Registered Professional Biologist (R.P.Bio), and following provincial methodologies and professional standards, the required Environmental Assessment is a process to predict environmental effects of proposed changes to the land before they are carried out and includes:

- Identifying potential adverse environmental effects;
- Proposing measures to mitigate adverse environmental effects;
- Predicting whether there will be significant adverse environmental effects, after mitigation measures are implemented; and,
- A follow-up program to verify the accuracy of the environmental assessment and the effectiveness of the mitigation measures.

The Environmental Assessment is a planning and decision-making tool, with the objectives of which are to:

- Minimize or avoid adverse environmental effects before they occur; and,
- Incorporate environmental factors into decision making.

The R.P. Bio responsible for the Environmental Assessment should continue to provide support and guidance with respect to environmental issues throughout the ASP process.

Wildfire

Wildfire Assessment Report

A qualified Professional will prepare a Wildfire Assessment Report that addresses the following:

- Ignition potential and predictable fire behaviour including the influence of weather, topography and structural conditions;
- Fuel hazards and physical fuel characteristics such as fuel arrangement, load, condition of herbaceous vegetation and the presence of ladder fuel;
- The risk of a fire starting and difficulty controlling the fire; and,
- Define their rating: Low, Moderate, High and Extreme.

A supportive planning tool for the DLC ASP, the Wildfire Assessment Report is carried out to identify potential fire hazard of an industry or prescribed activity situated in locations with higher-than-normal fire risk.

Geotechnical

Geotechnical Hazard Assessment Report

Phase 1 of the ASP process will require a high-level geotechnical assessment that identifies major geotechnical limitations in the ASP area. The Geotechnical Hazard Assessment will identify and characterize areas where:

- Naturally occurring geologic events, including slope instabilities and rockfall hazards within or adjacent to proposed development areas;
- Present potential hazards or challenges; and,
- Areas where anthropologic changes to the natural terrain have created potential geologic hazards.

The report will provide guidance to the ASP's Consulting Team for siting buildings and roadways with respect to avoiding the influence areas of identified potential geologic hazards.

Archaeological

Archaeological Overview Assessment Report

Phase 1 of the ASP process requires preparation of an Archaeological Overview Assessment (AOA). The AOA presents the archaeological research and methodology, including:

- Biophysical and cultural setting context;
- The results of desktop analysis and potential field assessment work; and,
- Recommendations for future archaeological management during the DLC Business Park build-out.

Consideration will be given to include local First Nations in the development of the AOA. This may include hiring a First Nations company to complete the AOA itself.

Industrial + Commercial Market Analysis

ASP Industrial + Commercial Market Analysis

An Industrial + Commercial Market Analysis will be undertaken to understand the District of Lake Country's current market for retail, service commercial, and industrial space to determine the nature and magnitude of retail space that may be warranted within the DLC ASP area over the projected buildout of the area. The Market Analysis Study will document the regional supply and demand for lands supporting industrial and commercial development.

The Market Analysis Study will reflect potential changes in the industrial and commercial market space such as:

- The Winfield Town Centre;
- Built commercial nodes; and,
- The proposed ASP design.

The study will provide a summary of potentially supportable industrial and commercial floor space within the ASP and will comment on retail composition, land requirements and building footprint.

Communities Facilities Inventory

ASP Community Facilities Inventory

As part of the ASP planning inventory, the community facility requirements including but not limited to civic parkland will be identified for the ASP area. Working in conjunction with DLC staff, the Prime Consultant will:

- Review and inventory potential Community Facility requirements (i.e., Parks) for the ASP; and,
- Include a precedent review of comparable facilities, including the major program, area requirements, building size, and approximate cost.

Street Network + Transportation

Street Engineering

As the ASP planning proceeds, refinement of proposed street network alignments will be required to achieve planning and development objectives. The ASP's road-network expansion and redevelopment will utilize suitable street standards for:

- Light industrial and commercial development;
- Strive to reduce the physical, visual and environmental impact of new road construction; and,
- Accommodate pedestrian and cycling needs.

The Lake Country Business Park ASP's transportation network design will build on the four Aims for Mobility outlined in the *DLC Mobility Master Plan, 2021* by establishing the connection of mobility to:

- The public;
- The community;
- Economy; and,
- Environment.

The ASP's Transportation Network will advance equitable means, modes and distribution of transportation networks within the DLC's Business Park.

Street Network

The Business Park's street network will be designed to foster easy, convenient and comfortable walking and cycling throughout the community. The street network will be sensitive to topography and have multiple connections with relatively direct routes. With the exception of boulevards, streets will be kept as narrow as possible to limit environmental and topographic impacts. Traffic calming will be employed where appropriate and recommended by the Transportation Engineer.

The pattern of new urban streets will ensure each street is tailored to its purpose and connected as a network to allow choice and flexibility in moving through the Business Park. The proposed ASP Street Network will:

- Provide Collector and Local Street alignments;
- Adhere to applicable street standards;
- Incorporate cycling and pedestrian routes;
- Incorporate potential transit circulation;
- Incorporate streetscape elements such as trees, vegetation and street furniture;
- Include connections to existing and future neighbourhoods; and
- Include traffic control details - signals or roundabouts.

Cycling Network

The street and transportation network of the DLC Business Park ASP will reflect the diverse mobility requirements of the DLC Mobility Master Plan and will continue to grow the network of cycling routes within the DLC.

The Consulting Team will prepare a Cycling Network that takes into consideration the natural topography and proposed street grades, as well as the integration of on and off-street bike paths, and location of end-of-trip facilities at major destinations.

Pedestrian Network

Providing alternatives to auto dependency for local trips, the ASP will create a positive pedestrian realm through the provision of pathways, street trees, and boulevard landscaping that responds to the topography and built forms of the DLC Business Park.

The Consulting Team will prepare a Pedestrian Network that not only includes on-street sidewalks, but also considers off-street connections where applicable.

Transit Network

The Business Park ASP will incorporate Transit Network planning to connect residents with places of work, commerce and leisure and expand the sustainable active transportation network of the DLC. Informed by the District of Lake Country Transit Study, the Transit Network plan will identify potential future bus connections, and stops and exchanges, as applicable and work to enhance the accessibility and efficiency of the regional transportation system.

ASP Transportation Impact Assessment (TIA)

A Transportation Impact Assessment (TIA) will be conducted as part of Phase 3 of the ASP Process once the draft Preferred Plan and associated metrics have been prepared. The TIA will be based on the District of Lake Country's Traffic Model, which is the most current and comprehensive model for the area. The TIA will include:

- The existing road network of the surrounding neighbourhoods;
- The expansion and redevelopment of planned roadways as part of the DLC ASP; and,
- Recommendations for future traffic monitoring.

Servicing

The Business Park ASP Servicing Plans will align with the goals, objectives and policies outlined in Section 9 of the OCP and the DLC Water Master Plan 2023. The Business Park ASP will also adhere to the DLC Business Park Servicing Plan 2024 and the Lake Country Business Park Glenmore Road Conceptual Sanitary Servicing Options 2024 to ensure the Servicing Plans are well executed and adhere to the high level of service required by the DLC.

The servicing standards used in the ASP shall be in accordance with the District of Lake Country Subdivision and Development Servicing Bylaw (#1121-2020). Any proposed variances to the DLC's current design standards must be clearly identified, and technical rationale and justification presented to DLC staff for review. The technical rationale will certify:

- The variances are safe and functional; and,
- Operations and Maintenance requirements are approved in the context considered by the qualified P.Eng. involved.

The variances must be supported by the DLC and any necessary Policy or Bylaw amendments approved as part of the ASP approval process.

ASP - Water Engineering Plan

Building on the existing engineering plans, the ASP will include a conceptual Water Engineering Plan that:

- Contains watermain routing to reflect ASP layouts and includes off-site tie-in locations, reservoirs, booster pumps, and PRVs;
- Completes required water modelling; and
- Includes a written summary of the proposed Water Engineering Plan, along with associated plans and construction and life cycles cost estimates to a level C.

ASP - Sanitary Engineering Plan

Building on the existing engineering plans, the ASP will include a conceptual Sanitary Engineering Plan that:

- Includes sanitary routing to reflect ASP layouts and identifies off-site tie-in locations and pump stations;
- Completes required sanitary modelling; and,
- Includes a written summary of the proposed Sanitary Engineering Plan, along with associated plans and construction cost estimates to a level C.

ASP - Stormwater Management Plan

The ASP will include a Stormwater Management Plan to provide a design for rainwater management, while ensuring that the hydrologic function of the ASP area is maintained as closely as possible to its current state. Following the OCP Objective 9.2.1 and Policy 9.2.2, the Stormwater Management Plan reduce the risks of stormwater to public safety and environmentally sensitive areas.

Building on the existing engineering plans, and the District of Lake Country Integrated Stormwater Management Plan, the ASP must include a conceptual Stormwater Management Plan that:

- Includes stormwater routing to reflect ASP layouts and identifies off-site tie-in and on-site discharge areas;
- Completes required stormwater modelling; and,
- Includes a written summary of the proposed Stormwater Management Plan, along with associated plans and construction cost estimates to a level C.

GHG Assessment

Greenhouse Gas Emissions Assessment

Per the OCP Environment and Sustainability Policies (Section 3), a GHG Emissions Assessment for construction and other long-term impacts will be prepared based on the ASP Street and Building Layouts. Greenhouse Gas Reduction and Resource Conservation Area Development Permit Guidelines include policies and actions to achieve:

- Targets for greenhouse gas (GHG) emissions reductions in line with the Province of BC and the RDCO Regional Growth Strategy; and,
- Reduce emissions by 33% below 2007 levels by the year 2020, and 80% by the year 2050.

Financial Analysis

As outlined in the OCP, new developments must, “pay for themselves and not place an undue financial burden on the municipality” (OCP Policy 4.8.2 a). As such, the ASP will include “Assessment of lifecycle costing implications as it relates to planning, finance, engineering and infrastructure” (OCP Policy 4.7.3 k).

ASP Infrastructure Cost Recovery Analysis

The ASP will include the preparation of a Financial Model that reflects the ASP Preferred Option with accuracy and resolution in terms of cost, phasing and absorption, providing information relating to the following:

- DCC: Select eligible DCC projects, estimate associated costs, and calculate DCCs values;
- Community Amenities: Costs and financing for parks and community facilities/improvements;
- Employment: Estimated jobs generated by commercial and institutional land uses; and,
- Tax: Additional tax revenue by phase, compared to expenses of new development, accounting for emergency services, operations and replacement funding.

Phasing

Development Phasing + Implementation Plan

The ASP will include the preparation of a Development Phasing + Implementation Plan incorporating the Preferred Land Use Plan and information related to the following:

- Phasing of bulk site earthworks;
- Phasing of major subdivisions;
- Phasing of Street Network improvements;
- Phasing of sanitary and water servicing infrastructure; and,
- Phasing of civic facilities and parks.

SCHEDULE D:**PROJECT CHECKLIST – Terms of Reference**

Neighbourhood Plan Component	Status
Phase 1	
Physical Inventory Plan Set with Cadastral Overlay, Landform, Slope and Aspect Analysis	<input type="checkbox"/>
Planning Inventory Plan Set with OCP Land Use, Zoning and Land Ownership	<input type="checkbox"/>
Engineering Inventory Plan Set with Public Streets, Water, Sanitary, Rainwater, Utility Infrastructure, Rights-of-Way, and Easements	<input type="checkbox"/>
Archaeological Overview Assessment	<input type="checkbox"/>
Environmental Assessment	<input type="checkbox"/>
Geotechnical Hazard Assessment	<input type="checkbox"/>
Wildfire Hazard Assessment	<input type="checkbox"/>
Biophysical Assessment Summary with Opportunities + Constraints Plan	<input type="checkbox"/>
Industrial/Commercial Market Analysis	<input type="checkbox"/>
Community Facilities Inventory	<input type="checkbox"/>
Phase 1 Complete	<input type="checkbox"/>
Phase 2	
Land Use Options (at least 2) with objectives, statistical summary, and amenities	<input type="checkbox"/>
High-Level Servicing Analysis	<input type="checkbox"/>
Visual Impact Assessment (3D Model)	<input type="checkbox"/>
Phase 2 Consultation Materials	<input type="checkbox"/>
Phase 2 Consultation Feedback Summary	<input type="checkbox"/>
Phase 2 Complete	<input type="checkbox"/>
Phase 3	
Preferred Land Use Plan with objectives, statistical summary, and amenities	<input type="checkbox"/>
Street Hierarchy Plan	<input type="checkbox"/>
Draft Civil Engineering Study, including:	<input type="checkbox"/>
Water Conceptual Master Plan	<input type="checkbox"/>
Sanitary Conceptual Master Plan	<input type="checkbox"/>

Attachment A-Lake Country Business Park-ASP Terms of Reference

Stormwater Conceptual Master Plan	<input type="checkbox"/>
Draft Transportation Impact Assessment	<input type="checkbox"/>
Draft Greenhouse Gas Emissions Assessment	<input type="checkbox"/>
Development Phasing + Implementation Plan	<input type="checkbox"/>
Draft Financial Analysis	<input type="checkbox"/>
Visual Impact Assessment Update (3D Model)	<input type="checkbox"/>
Phase 3 Consultation Materials	<input type="checkbox"/>
Phase 3 Consultation Summary	<input type="checkbox"/>
Phase 3 Complete	<input type="checkbox"/>
Phase 4	
Draft ASP Document	<input type="checkbox"/>
Final Civil Engineering Study, including:	<input type="checkbox"/>
Water Conceptual Master Plan	<input type="checkbox"/>
Sanitary Conceptual Master Plan	<input type="checkbox"/>
Rainwater Conceptual Master Plan	<input type="checkbox"/>
Final Transportation Impact Assessment	<input type="checkbox"/>
Final Greenhouse Gas Emissions Assessment	<input type="checkbox"/>
Final Industrial + Commercial Market Study	<input type="checkbox"/>
Final Financial Analysis	<input type="checkbox"/>
Final ASP Document	<input type="checkbox"/>
Phase 4 Complete	<input type="checkbox"/>