

A. Scope of Work

1.0 Project purpose

The OCP is intended to serve as the guiding policy document for future land use and transportation decisions based on sustainability principles that easily informs community members, developers, real estate agents, approving authorities and elected officials about future development in the North Peace Fringe OCP area.

Project Scope

The project consists of an update and revision of the North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009. It must address the following:

1. Economic Growth Impact Study

This component provides background statistical and baseline research for development of the OCP. This will require:

- a) Identifying major drivers of growth in the region for the next 10 years (2015-2025).
- b) Preparation of population and employment projections over a 10 year period (2015-2025) for low, medium and high growth scenarios within the OCP area, identifying both temporary and permanent, jobs and population.
- c) Review land use supply and demand trends;
 - i. assess current supply of each major category of land use, identifying serviced and un-serviced land;
 - ii. propose future land needs for each major category of land use based on the growth scenarios, for both serviced and un-serviced land
{Note: Services of interest to land should consider: sewer, water, hydro, telephone, gas, internet, cable vision, road, rail}
- d) Assess the impacts of growth demands on land supply, community form and service requirements.
- e) Review and document applications to amend the current OCP Bylaw No. 1870. Evaluate any trends or patterns observed in the nature of refusals and approvals. Assess and evaluate the effect and results of policies of OCP Bylaw No. 1870. Document new development which has occurred since adoption of OCP Bylaw No. 1870.
- f) Develop a framework to assess the cumulative impacts of growth, for the rural areas of the OCP and the adjacent municipalities (Fort St John and Taylor)

2. Transportation Road Network Planning

- a) Completion of a transportation road network plan in partnership with the Ministry of Transportation and Infrastructure (MOTI) to address transportation pattern forecasts, future traffic patterns and infrastructure requirements associated with anticipated growth.
- b) Policies for road standards that enhance the rural character of the North Peace Fringe Area, and consider integration with adjacent municipalities surrounded by the plan area.
- c) The transportation road network plan must provide improved options where practical for multi-modal transportation, including trails, transit and auto.

3. Establishment of Charlie Lake Settlement Centre

- a) Policy statements to direct and encourage long term development and densification of the Charlie Lake settlement centre by way of infill, redevelopment and greenfield development.

4. Land Use and Development

- a) Policies to direct long term development of rural residential lands to address future residential needs of the fringe area population, including practical targets for appropriate levels of service.
- b) Policies to direct development and use of non-residential lands. This includes a policy framework to define uses, minimum parcel sizes, and identification of appropriate commercial and industrial uses in the fringe area, including practical targets for appropriate levels of service.
- c) Policies that recognize and support agriculture production in the fringe area.
- d) Policies that address sustainable water supply and sewage disposal requirements for residential and non-residential uses, based on 10 year population projections.
- e) Policies that suggest a framework for consideration of sustainable financing for infrastructure ie. DCCs, etc.
- f) Policies for phasing-in consideration of new areas for development, consistent with principles of orderly, compact, sustainable development.

5. Review of Development Permit Areas

- a) Assess the current development permit areas with regard to stated objectives and results. Identify opportunity/necessity for revisions and additions to current development permit areas.
- b) Identify potential for new development permit areas.

6. Potential Urban Expansion Strategy

- a) Policy statements to identify, direct and manage growth in potential urban expansion areas, in collaboration with the member municipalities of Fort St John and Taylor.
- b) Policies for phasing-in and timing of potential urban expansion.

7. Community Action and Implementation

- a) Preparation of an action plan that captures next steps to implement the goals and objectives of the OCP. The action plan must include practical actions that the PRRD can implement over a defined period of time and also identify existing bylaws that require alignment with the OCP.
- b) Prepare a set of performance indicators that can be measured to evaluate the implementation effect of the OCP.

- c) Policy statements that identify conditions and guide when the OCP could be updated or renewed.

2.0 Project Process, Reporting Structure and Timing

The Consultant will be required to liaise with PRRD staff throughout the project. Staff will be available on an ongoing basis to discuss issues as they arise. Contact with the PRRD will be through Jodi MacLean, Assistant Manager of Development Services or in his absence, Bruce Simard, General Manager of Development Services. All work must be approved by, and carried out to the satisfaction of the PRRD and the plan must be ready for final adoption by **December 2016**.

To provide oversight to this project the Board has appointed the North Peace Fringe Area (NPFA) OCP Steering Committee. This committee is made up of members of the Board as follows:

- Director of Electoral Area 'C'
- Director of Electoral Area 'B'
- Director of Electoral Area 'D'
- Member from City of Fort St John
- Member from City of District of Taylor

It is required that the Consultant assemble a Community Advisory Committee with representatives from various sectors and areas of the OCP area. (including agriculture reps recommended by the PRRD Agriculture Advisory Committee)

The Consultant will also assemble a Technical Committee made up technical representatives of appropriate Provincial agencies and municipal, regional departments.

The Consultant will prepare a detailed public consultation strategy outlining for each phase, the level and type of consultation with First Nation governments, the public, PRRD directors, advisory committees, staff, stakeholders and agencies, what methods and technologies will be used and how each consultation event will be programmed and advertised.

The Consultant will be responsible for the cost of preparing one unbound copy suitable for photocopying and one electronic copy of all reports, bylaws and submissions to the PRRD as follows:

- Text must be in MSWord 2013 format
- All maps and associated data must be projected in UTM Zone 10 and made available in an ArcGIS 10.0 geodatabase format
- All graphics must be in JPG format.

The project plan should include the following phases and key events:

Phase 1 - Start-Up, Background and Consultation

- Initial Consultant/staff orientation meeting
- Review of draft public consultation plan (*LGA s879*) by staff and NPFA OCP Steering Committee prior to preparation of final consultation plan for presentation to the board
- Board adoption by resolution of the public consultation plan
- Public project introduction and preliminary input opportunity

{This is a critical task that must provide opportunity for broad community and stakeholder engagement.}

- Produce a report summarizing input received for distribution to the NPFA OCP Steering Committee, staff and public
- Produce a comprehensive background and policy alternatives report on key issues to be addressed in the new OCP.
- Review draft (text, maps and associated data and graphics) with staff prior to preparation of final report and its presentation to the Technical Committee, Community Advisory Committee and NPFA OCP Steering Committee.

Minimum Phase I Deliverables:

- *Consultation Plan*
- *Preliminary Consultation Report*
- *Economic Growth Impact Study*
- *Transportation Road Network Plan*
- *Potential Urban Expansion Strategy (priority for early consideration)*
- *Key Issue Policy Alternatives Report*

Phase 2 – Plan Development

- Obtain community input on background and policy alternatives report
- Analyze and create summary of input.
- Formulate policy direction on key issues for discussion with staff, the NPFA OCP Steering Committee, the Community Advisory Committee, Technical Committee.
- Creation of draft OCP bylaw, with PRRD GIS department creating map templates from the draft GIS data provided
- Review draft with staff prior to preparation of revised draft
- Presentation of revised draft to the NPFA OCP Steering Committee, the Community Advisory Committee, Technical Committee.
- Incorporate advice and comments to prepare an initial public draft of the OCP Bylaw.

Minimum Phase II Deliverables:

- *Summary of Response to Policy Alternatives*
- *Discussion Report for Key Policy Issues*
- *Draft OCP & Maps (ready for public review)*

Phase 3 – North Peace Fringe Area (NPFA) OCP Bylaw

- Obtain input on draft OCP bylaw
- Analyze and create summary of input for distribution to staff, the NPFA OCP Steering Committee, the Community Advisory Committee, Technical Committee. and the public.
- Formulate/revise policy direction on key issues for discussion with staff, the NPFA OCP Steering Committee, the Community Advisory Committee, Technical Committee.
- Refining OCP bylaw (text, maps and associated data and graphics) for review by staff
- PRRD referral of OCP bylaw for legal review
- Revision of OCP bylaw in response to legal review and review of revised bylaw by staff
- Presentation of bylaws and accompanying report to board for **First Reading**, consideration of the OCP bylaw in relation to PRRD financial plan, PRRD solid waste management plan and incorporation of any board amendments

- Referral of the OCP bylaw to the Agricultural Land Commission, provincial agencies, first nations and adjacent municipalities and regional districts for comment
- Submission of referral results to staff, NPFA OCP Steering Committee, the Community Advisory Committee, incorporation of other amendments;
- **Second Reading** (to include agency, FN, local government comments)
- Public hearings **August/September 2016**
- Presentation of Third Reading report to the Board by **October 2016**
- Incorporation of any Board amendments,
- **Third Reading**
- Final adoption by **December 2016**

Minimum Phase III Deliverables:

- *Summary of Draft OCP Review*
- *2nd Draft of OCP & Maps (ready for legal review)*
- *1st Reading Presentation of Draft OCP & Maps to Regional Board*
- *2nd Reading Report: Summary of Referral Comments and Recommendations*
- *3rd Draft of OCP & Maps (ready for Public Hearings)*
- *Public Hearings*
- *3rd Reading Report : Summary of Public Hearings and Recommended Revisions*
- *3rd Reading*
- *Final OCP & Maps*