



Project Terms of Reference

Purpose:

To determine appropriate future land uses for the “South Highlands.”

PHASE 1

Objectives:

1. Define, “South Highlands.”
2. Outline details of the contents for a South Highlands Local Area Plan.
3. Outline a process that involves a Task Force led by a consultant to create the South Highlands Local Area Plan (which is Phase 2).

Deliverables:

With a Task Force as endorsed by Council, a consultant will provide a written report that:

1. Defines, “South Highlands:”
 - a. Provide a geographic description (map) of “South Highlands”
 - b. Provide rationale for how and why the area was chosen.
2. Establishes a Terms of Reference for Phase 2:
 - a. Create the objectives and deliverables to be used as the Terms of Reference for a South Highlands Local Area Plan.
 - b. Using sections 1, 2, and 3 of the “Decision Making Framework,” (attached) suggest content outline for the plan.
 - c. For task force to consider implications of climate change in land use decisions.
 - d. Recommend consultation program, including fulfillment of *Local Government Act* consultation requirements.

PHASE 2

Objective:

1. Create a South Highlands Local Area Plan

Deliverables:

1. With the Task Force, a consultant will provide:
 - a. A South Highlands Local Area Plan for either direct inclusion or as an appendix to the OCP.
 - b. Carry out the consultation program as described in Phase 1.
 - c. Consequential changes to other sections of the OCP as necessary and guided through the results of Phase 1 and the writing of the South Highlands Local Area Plan.
2. Update Amenity Policy, and update related OCP policy 2.2.20 and OCP Appendix A. (Separate Terms of Reference to come partway through Local Area Plan project.)

Please also see attached, “Estimated Project Timeline with Roles and Deliverables”

Access of Information for the Public

On the District’s web site, District staff will establish a specific South Highlands Local Area Plan web page. Staff will be responsible for posting material. The Consultant shall provide content in regards to meeting agendas and notes, and other information as requested by staff.



Task Force Terms of Reference

MEMBERS

The Task Force voting participants will be preferably 7 and up to 9 people. Voting participant selection will ultimately be decided by Council, and will be based on an application process that seeks to achieve a broad range of views.

To also attend Task Force meetings as non-voting participants:

- Selected project consultant
- District of Highlands Council representative (an alternate will also be selected for when representative is unable to attend)
- District of Highlands planning staff

To attend Task Force meetings as required as non-voting participants:

- District of Highlands Fire Chief
- District of Highlands Building Official

CONDUCT

Conduct of Task Force Meetings will be in general compliance with Council Procedure Bylaw, Bylaw No. 251 with the following modifications as follows:

1. **Mandate:** To work together to make recommendations to Council regarding a South Highlands Local Area Plan as outlined in this Project Terms of Reference.
2. **Voting:** While consensus will be the goal, voting on recommendations will be used.
3. **Term:** Members shall serve until the project is finished (as determined by Council), and then the Task Force will be dissolved.
4. **Meetings:**
 - a. All meetings, unless otherwise authorized, will be open to the public and announced on the District's web site.
 - b. The Consultant will arrange the occurrences, location, and times of meetings.
 - c. The Consultant will lead and chair meetings.
5. **Agenda Preparation and Distribution:** The Consultant shall be responsible for all agenda preparation and distribution.
6. **Meeting Notes:** Formal minutes will not be taken. Instead, meeting notes that capture important points and any recommendations made by the Task Force will be the responsibility of the Consultant. These will be available to the public.

Decision Making Framework Excerpt

1

DOES THE ACTION MOVE HIGHLANDS TOWARDS OUR SHARED VISION OF SUCCESS?

Indicate the top Sustainable Highlands Strategy Areas that the action supports:

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Buildings and Sites | <input type="checkbox"/> 2. Economy and Work | <input type="checkbox"/> 3. Education and Leisure |
| <input type="checkbox"/> 4. Energy | <input type="checkbox"/> 5. Food | <input type="checkbox"/> 6. Healthy Community |
| <input type="checkbox"/> 7. Land Use and Natural Areas | <input type="checkbox"/> 8. Transportation and Mobility | <input type="checkbox"/> 9. Water and Waste Systems |

Which main Descriptions of Success would the action move us toward?

Are there any Descriptions of Success that the action may move us away from?

1.	1.
2.	2.
3.	3.

How could we maximize the positive impacts of the action?

How could we avoid or minimize these potential negative impacts of the action?

1.	1.
2.	2.
3.	3.

2

DOES THE ACTION MOVE HIGHLANDS TOWARD OUR SHARED SUSTAINABILITY OBJECTIVES?

To reduce and to eventually eliminate Highlands' contribution to:

	Toward Quickly	Toward Slowly	Neutral	Away	If 'away,' how could you avoid or minimize this?
 Ongoing build-up of substances (scarce metals, fossil fuels) taken from the earth's crust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 Ongoing build-up of toxic substances produced by society.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 Ongoing degradation of natural systems by physical means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 Undermining the ability of people to meet their human needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3

DOES THE ACTION PRESENT A FLEXIBLE PLATFORM FOR FURTHER MOVEMENT TOWARDS A SUSTAINABLE HIGHLANDS?

Eventually the Highlands will need to eliminate the contribution to the four unsustainable practices above. In general, choosing actions that are as flexible as possible will help you avoid dead end situations that might prevent you from reconciling short term tradeoffs and fully meeting your sustainability objectives. If technical or economic conditions change in the future, investments in flexible solutions will help ensure that these changes do not bring overly punitive costs and do not limit our ability to adapt.

Use the space to the right to indicate how your action incorporates long-term flexibility.

The action incorporates long-term flexibility by:

ICSP Descriptions of Success

Buildings and Sites

By the year 2030 in the Highlands,

1. New residential, commercial, industrial and institutional development conforms to the long term vision of the community.
2. New and renovated buildings use water and energy conservation measures, have low-impact design and are mostly built with sustainable materials.
3. Scale of development and overall impact on natural areas has no net-negative environmental impact.
4. Heritage buildings, heritage landscapes and archaeological sites are preserved.
5. The form and character of buildings and sites reflect the rural character of the community.
6. The costs of extending services for new developments are borne by the development. Ongoing costs for services are borne primarily by the owner of the property being serviced.
7. Buildings are free of toxic materials.
8. There is housing in the community accessible for people of all abilities (physical and economic).
9. Ornamental landscaped areas consist of non-invasive plant species that minimize the need for use of potable water for irrigation and of chemical pesticides and fertilizers.
10. Community members will be involved in the green building sector.

Economy and Work

By the year 2030 in the Highlands,

1. An increased proportion of income is generated through business and employment opportunities located in the community.
2. Business licensing is subject to an appraisal to determine suitability based on the environmental, social, economic impacts and sustainability principles.
3. There is small scale agriculture and forestry suitably located and consistent with land capability and environmental constraints.
4. Recreational, cultural and tourism uses are consistent with environmental and community values and are integral part of the Highlands economy.
5. Appropriate communications services are available to support local and regional enterprise.
6. Businesses make the highest and best use of natural materials as they move toward more sustainable business practices.
7. Learning activities help develop local economies and a skilled workforce for the local and regional economy.
8. There is appropriate development of commercial and industrial lands to help diversify the local economy.
9. An informal system of sharing goods and services exists to support the local community.
10. The District has mechanisms in place for financial sustainability over the long term.

Education and Leisure

By the year 2030 in the Highlands,

1. Community members of all ages have access to formal and informal learning opportunities and are encouraged to be life-long participants in learning, arts and cultural activities.
2. Leisure activities have minimal impact on the environment, are consistent with the rural ambiance and an integral part of the Highlands community.
3. The park system allows access to a range of ecosystems for people of all abilities.
4. The park system provides non-motorized recreational opportunities.
5. Heritage values related to places, events and eras are a recognized and celebrated aspect of community knowledge.
6. There are ongoing educational opportunities related to the environment such as green buildings, forest management, food production, and natural history.
7. Artists and artisans have opportunities to present their craft.
8. Recreation, learning and arts form part of the local economy.

Energy

By the year 2030 in the Highlands,

1. Community members and local businesses are knowledgeable about energy and understand principles of conservation, efficiency, generation, storage and transmittance.
2. Homes use significantly less energy. Conservation of energy is achieved through increased efficiency and life style choices.
3. “Net-zero” energy, water and zero-waste is the standard for all developments.
4. Energy systems are based on renewable sources and are efficient, clean and integrated.

Food

By the year 2030 in the Highlands,

1. More community members grow food.
2. There are community gardens, demonstration operations, food sharing networks, and sale of locally grown produce through farm gate sales and the Highlands' Market.
3. Community members are consuming more locally and regionally organically grown food.
4. Food waste is increasingly diverted from landfills to composting.
5. The community is knowledgeable about food: growing seasons and zones, the social, economic and environmental benefits and impacts of growing its own food.
6. There is a common vision for a sustainable food system that is integrated with the region.
7. The food system comprises chemical free, water conserving, organically grown products, transported sustainably, and is available year-round at prices affordable to all in the region.

Healthy Community

By the year 2030 in the Highlands,

1. The community is thriving, built upon trust, common core values and a sense of belonging. Meaningful opportunities exist for participation in all aspects of community living and decision making.
2. The community is diverse, inclusive and respects and understands a broad spectrum of viewpoints.
3. A strong volunteer base exists within the community.
4. A broad range of housing options exists to support multiple generations and all income groups.
5. Community members support their physical, mental, emotional and spiritual health through access to regional prevention and treatment services.
6. Safety and protection services continue to engage in prevention activities and respond to crime and emergencies.
7. The community and visitors celebrate the Highlands' natural environment and participate in activities to help protect it.

Land Use and Natural Areas

By the year 2030 in the Highlands,

1. Land uses support residential, employment, tourism and recreational activities, and are consistent with the rural character of the Highlands.
2. All land use and design decisions seek to prevent unplanned growth, minimize impacts on the environment, and are based on an analysis of impacts on the social, human, financial, natural and manufactured capital of the community.
3. Land uses minimize encroachment on and ensure protection of natural areas.
4. Environmentally sensitive natural areas are protected through new and existing land use controls. These include lands with the potential for surface erosion or slope instability, rare ecosystems and archaeological and historic sites. Sustainable forestry management practices are applied and are well integrated with environmental conservation and protection goals.
5. Public and privately-held green corridors protect and maintain ecological connectivity both within the Highlands and to natural areas outside the Highlands.
6. Land uses and activities are compatible and integrated with the ecosystem functions, maintenance of viewsapes and other important environmental characteristics.
7. The night sky environment is preserved.
8. Recreational amenities such as meeting places, buildings, trails and playgrounds are situated, built, and maintained to minimize impact on natural landscape and ecosystems.
9. Natural ecosystems are protected from the impacts of development or other human activity through stewardship, conservation and restoration activities.

Transportation and Mobility

By the year 2030 in the Highlands,

1. Road safety, long term durability and environmental protection guide decisions regarding road design, construction and maintenance and reflect the rural character of the Highlands.
2. Roads are safe for pedestrians, cyclists and equestrian use.
3. Roads and pathways are constructed to minimize width of cleared areas and hard surfaces.
4. There is an inter-modal transportation system to reduce the use of automobiles.
5. A variety of transportation nodes and corridors that are safe, attractive, convenient, and well used by community members and visitors link the Highlands to regional transportation networks.
6. An expanded network of non-motorized trails exists.
7. There are a greater number of accessible and energy efficient transportation options available.
8. Social and support networks help reduce the number of daily car trips through carpooling and assisting with errands.

Water and Waste

By the year 2030 in the Highlands,

1. Human activities do not contribute to flooding, increased water run-off, soil erosion, or slope instability.
2. The basic ecological and hydrological functions of watersheds are enhanced and continue to support biodiversity.
3. Human activities in watersheds are managed to maintain natural drainage systems so as to protect water quality, to optimize groundwater recharge, manage summer flows and to minimize runoff damage in long term (eg 100-year) flood scenarios.
4. The supply of potable water from local natural sources is maintained for future generations.
5. Water is conserved through minimizing use, enhancing water retention, rain water harvesting and use of grey water.
6. The use of composting toilets is increasing and bio-solids are composted.
7. Solid waste is minimized through reduced consumption, backyard composting, and recycling.
8. Toxic substances are eliminated, replaced or managed in a way that is not harmful to human health or the environment. Very little plastic is used, and the plastic that is used is fully recyclable.