

## Work Plan

Neskonlith IR#2 Land Use Plan

Prepared for:

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## 1.0 Introduction

The Ministry of Transportation and Infrastructure (MoTI) has initiated a conceptual planning project development initiative that will be investigating the 4-laning needs of the 12km section of the Trans Canada highway from East Hoffman's to Jade Mountain.

In response to this, the need to develop a Land Use Plan and Road Network Plan on Neskonlith Indian Reserve #2 was identified by Neskonlith Indian Band (NIB) and was included as part of the Hoffman's Bluff Phase II Section 35 Memorandum of Agreement between NIB and the MoTI. A well-developed plan will enable Band members and decision makers to take advantage of the opportunities this upgrading project can provide, while minimizing the potential for negative impacts.

NIB has contracted the services of Sk'atsin Resources LLP (Sk'atsin) to conduct the Land Use Plan data collection and create the final report. Sk'atsin has contracted Urban Systems (Urban) to provide technical support for the project.

The following Work Plan is an outline of the approach that Sk'atsin (and its sub-consultant Urban) will use to create the final Land Use Plan and Road Network Plan.

## 2.0 Project Management and Project Initiation

The purpose of this phase is to kick off the project and build momentum towards future phases. This phase also initiates the on-going project management and communication tasks required to ensure the successful completion of the project.

### 2.1 Project Meeting #1

Project meeting #1 introduces the project team and confirms project objectives, scope, and budget. Communication and reporting protocols will be established along with requests for available data.

MoTI staff will be invited to the meeting to share information related to highway improvement plans and all recent transportation planning studies that are relevant to this project.

### 2.2 Assemble and Review Previous Studies, Reports

The project team will review all available previous reports and studies and determine the relevance of previous work. A summary of previous studies includes (but will not be limited to) the Physical Development and Land Use Plan, Five Year Community Economic Plan and Land Code will be summarized in the Background Summary Report. The project team will obtain traffic volume data, collision history and infrastructure condition data from MoTI and will also review all MoTI designs and planning studies in the Background Summary Report.

## 2.3 Assemble and Prepare Base Mapping (Topographical, Aerial)

The project team will coordinate and prepare all GIS mapping and will locate appropriate mapping, ortho-photo imagery and LIDAR if available.

## 2.4 Communication Strategy and Engagement

The project team will prepare a Communication Strategy that will raise awareness of the project and gather important input on land use and transportation options for IR#2. For members that live off-reserve, there will be equal opportunity to participate in the plan preparation process. The strategy will identify the broad categories of interest groups and how and when they will be engaged. Above all, the strategy will focus on engaging community members (on and off reserve) towards developing a community land use and road network plan that meets the needs of current and future members. The project team will prepare all presentation materials and will attend each engagement identified below to gather information and provide technical advice:

### 1. Chief and Council Workshop #1

- a. Project introduction
- b. Strategic benefits of the project
- c. Discuss vision and guiding principles

### 2. Chief and Council Meeting #2

- a. Discuss background summary report and strategic goals
- b. Discuss Draft Land Use Plan
- c. Confirm communications strategy and engagement activities

### 3. Community Meetings – Dinner and Display (2)

- a. Sk'atsin staff and Urban will organize and host a dinner and display for the community to review the draft plan and provide their input.

### 4. Chief and Council Meeting #3

- a. Present draft Road Network Plan prior to community meeting

### 5. Chief and Council Meeting #4

- a. Present final Land Use and Road Network Plan for approval.

The number of CP holders expected to be affected by this planning project is estimated at 10, therefore we have assumed a total of 10 family meetings. In our experience family meetings are the best approach to discussing matters that affect the future use of land. The project team will organize and attend these. Detailed notes will be taken to ensure the Land Use Plan reflects the desired future uses on CP held land. All information shared by CP holders will remain confidential unless otherwise stated. The meetings with CP holders will be scheduled by the project team during the first phase of the project while the Background Summary Report is being developed.

## 3.0 Land Use Plan Development

### 3.1 Background Summary Report

The project team will prepare a Background Summary Report. The report will include topics analyzing and reporting on key issues, trends and priorities. The key documents to review include (but are not limited too) the following:

- Physical Development and Land Use Plan
- Five Year Community Economic Plan
- Land Code

A review and summary of Neskonlith's strategic priorities will also be included in the report. Furthermore, a short summary of land uses and development application interests in the Village of Chase and Thompson-Nicola Regional District will be addressed.

### 3.2 Infrastructure Review and Assessment

The project team will review the latest Asset Condition Reporting System (ACRS) information to determine the condition of existing water, sewer, storm systems, shallow utilities and road networks. This baseline assessment will document the current state of the infrastructure, existing agreements, and the remaining capacity to accommodate future growth. A high level assessment of the draft future land use plan will be considered and reviewed against the existing infrastructure assessment and capacity. The project team will schedule meetings with adjacent jurisdictions during this task to understand neighbouring infrastructure plans. Planning level feasibility recommendations will be made within an Infrastructure Review and Assessment Report.

#### *Draft Land Use Plan*

Following the completion of the Background Summary Report, the Infrastructure Review and Assessment, Chief and Council workshop and meetings with CP holders, the project team will meet to document the vision and guiding principles of the Land Use Plan. During this meeting we will also draw on our knowledge from meetings with Chief and Council, CP holders and community members to develop a hard copy 'first cut' land use plan. To accompany this plan, the project team will prepare a Land Use Plan report that outlines:

- Vision;
- Guiding Principles;
- Land use recommendations/policies to achieve the vision; and
- Decision Making Criteria.

The Land Use Plan will strike a balance between commercial, recreational, residential, institutional and industrial lands. At the end of this task, a preferred development mix should be agreed upon for both the Band and CP held lands.

### 3.3 Chief and Council Presentation – Land Use Plan

Before developing a draft road network plan, the project team will present the Land Use Plan to Chief and Council for their endorsement of the plan.

### 3.4 Community Meeting – Dinner and Display

The project team will organize and host a dinner and display for the community to review the draft plan and provide their input. Attendees will be encouraged to provide their comments on the draft Land Use Plan. This may include an exit survey (at the open house and online) to obtain feedback. The project team will ensure the word is spread about the community meeting through multiple mediums, including newspaper, newsletter, posters, radio, social media, signs, flyer drops, etc. The specific strategies will be documented and confirmed in the Communications and Engagement Strategy.

### 3.5 Finalize Land Use Plan

The project team will incorporate the feedback received in the review meetings to finalize the Land Use Plan. This phase will conclude with Chief and Council formally adopting the plan via a Band Council Resolution.

## 4.0 Road Network Plan

### 4.1 Existing Local Road Performance Assessment

The project team will review and assess the existing local road network within IR#2. We understand that no traffic counts currently exist for any of the local roads on reserve. In the absence of traffic data, traffic characteristics will be discussed with stakeholders to determine general patterns and volumes. Based on historic collision data that we will seek from MoTI, we will complete and summarize existing safety performance of the segment of highway that passes through IR#2. This will include the collision frequency, rate, critical rate, and severity calculations for the entire corridor. Collision trends according to spatial, temporal, and causal factors will also be summarized to establish any trends in collision type and occurrence within the segment.

The project team will map all major accesses and will prepare a roadway classification of IR#2. Pavement and asset conditions will be documented along with multi-modal facilities and infrastructure if that data is readily available.

We will also prepare a technical memorandum that documents each of these identified existing characteristics.

## 4.2 Future Local Road Performance Assessment

Building off the traffic characteristic assumptions made for the existing IR#2 network, we will develop future traffic volumes for the land uses identified in the completed Land Use Plan. We will use ITE's trip generation rates and create development scenarios at 5, 10, and 25 year horizons. All development assumptions will be discussed and confirmed with stakeholders before we move forward with developing the Road Network Plan and improvements.

## 4.3 Draft Road Network Plan

The project team will then develop a draft Road Network Plan which reflects the Land Use Plan and future development scenarios. The Road Network Plan will identify internal road connections, access management along the highway and any improvement options required to ensure safe ingress and egress from IR#2 onto and across Highway 1. Pedestrian and cycling connectivity will be identified along with crossing locations and required infrastructure. Transit facilities will also be reviewed and incorporated into the plan.

Phasing of improvements will be identified based on expected development timing. Conceptual cost estimates will then be developed for all identified improvements.

Finally, an implementation plan will be developed to determine the timing of network improvement priorities over a 25 year horizon.

## 4.4 Community Meeting – Dinner and Display

Similar to the Land Use Plan community meeting, the project team will organize and host a dinner and display for the community to review and comment on the draft Road Network Plan. This may include an exit survey (at the dinner and online) to obtain feedback. The project team will ensure the word is spread about the community meeting through multiple mediums, including newspaper, newsletter, posters, radio, social media, signs, flyer drops, etc.

## 4.5 Final Road Network Plan

The project team will incorporate the feedback received to finalize the Road Network Plan. We will attend a final Chief and Council meeting to present the final Land Use and Road Network Plan. This phase will conclude with Chief and Council formally adopting the plan via a Band Council Resolution.