

Tracy Van de Wiel

From: Casson, Steven TT:EX <Steven.Casson@gov.bc.ca>
Sent: Monday, June 16, 2025 4:56 PM
To: Tracy Van de Wiel
Subject: RE: Bylaws 3404 & 3405 for review and comment (at Fernie Alpine Resort)
Attachments: Appendix A ToR - Planning and Designing Access to Developments Manual.pdf; Timberlanding Phase 3 Subdivision Proposal.pdf; Bylaw 3404 & 3405 Referral - MOTT Comments.pdf; 3404 & 3405.kmz

Follow Up Flag: Follow up
Flag Status: Flagged

MOTT File No.: 2025-02641

RDEK File No.: P 725 113

Hi Tracy,

Thank you for the opportunity to comment on Bylaw Nos. 3404 & 3405, to amend OCP and land use designations of LOT A DISTRICT LOT 8901 KOOTENAY DISTRICT PLAN EPP141684.

Please be advised the ministry's interests are affected by the proposal. The proponent will be required to complete a Simplified Transportation Design Report and Stormwater Management Plan to the satisfaction of the ministry prior to receiving ministry approval on rezoning of the lands.

The array of permitted uses of lands zoned CG-8 provide a multitude of potential options for a developer. Considering the topography of the lot, sightlines, as well as the geometry & proximity of the proposed intersection of Village Way with Resort Drive adjacent to this lot, access, site circulation, parking (including visitor), snow storage, drainage & stormwater management and off-site mitigation will be integral components of the design process that must be addressed from the earliest concept development stages of the project. Future growth and known development proposals of Fernie Alpine Resort should be considered in the design report.

The applicant can reach out to MOTT Development Services, RMDdevapp@gov.bc.ca, to inquire and receive further direction on creation of a Transportation Design Terms of Reference and appropriate Stormwater Management Plan for the proposal.

The following is a link to Planning and Designing Access to Developments Manual for the applicant's reference:

https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/subdividing-land/planning_designing_access_developments_manual.pdf

Please let me know if you have questions or wish to discuss any of the above in further detail.

Thank you,

Steven Casson

Development Services Officer

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Ministry of
Transportation
and Transit

A

Appendix Terms of Reference

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A.1 Terms of Reference Template

This form is to be used for all projects where BC MoT is the sole, or a joint road authority.

The form is in four sections (sections A , B and C, and Attachment A).

The developer and Ministry staff complete:

- **Simplified design projects** – Section A – General project description, signature sheet, and basic design criteria (Form Pages 1 to 4)
- or
- **Detailed design projects** –
 - Section A – General project description and signature sheet (Form Pages 1 to 3),
 - Section B – Project design and analysis criteria sheets (Form Pages 5 to 8),
 - and
 - Section C1 or C2 – Roadway and intersection design sheets, one for each roadway segment (C1) or intersection (C2) where the same criteria apply (Form Pages 9 to 10).

Attachment A is for additional information about any criterion.

The completed form (Section A, and if required, Sections B and C, and Attachment A) is used to define the Terms of Reference for the project. It must be completed and agreed to by the developer and all involved road authorities before the design commences. Failure to do this will most likely result in rejection of a Design Report, as it will not have adequately addressed the road authorities' concerns.

The developer's transportation engineer completes and signs/seals Form Page 3 (Section A5) on completion of the project report and provides page numbers for all sections. All pages of the completed and agreed upon form must be submitted with the report.

The "BC MoT" and "Municipal" columns on the right of the form (shaded grey) are for use by Ministry and municipal staff to verify that the noted items have been adequately addressed and that the results comply with their requirements as expressed in the Terms of Reference.

Attachment A is a generic form to be used as required to provide added detail or to include project specific issues or criteria that are not covered in the forms. It forms part of the agreed Terms of Reference.

Transportation Design Terms of Reference

Project: _____ BC MoT file: _____ Dist/Region: _____
Major road: _____ Cross street: _____
Municipality/Reg Dist: _____
BC MoT contact: _____ E-mail: _____
Date received: _____ Date completed: _____
Report prepared by : _____ (firm)
Responsible professional: _____ (name)

Municipal Information:

☐ Subdivision ☐ Rezoning ☐ Development Permit ☐ Urgent
Municipal file number: _____ Bylaw number: _____
Municipal staff contact: _____ Tel: _____ E-mail: _____

Applicant Information:

Name: _____
Street address: _____
City: _____ Province: _____ Postal Code: _____
Tel: _____ Fax: _____ E-mail: _____

Project Information:

Legal description: _____

Street address: _____
Topographic description: _____

Current land use: _____ Proposed land use: _____
Current zoning: _____ Proposed zoning: _____
Proposed study ToR prepared and submitted by: _____ Date: _____
Proposed study ToR reviewed for BC MoT by: _____ Municipality: _____
Date: _____ Date: _____

☐ Revisions required – *List on Attachment A.*
☐ ToR/Scope approved for BC MoT by (name) _____ Date: _____

Scope development meeting scheduled for (date and time): _____
Local government notified of meeting date and time by: _____
Scope development meeting attendees: _____

☐ Meeting minutes attached

Simplified application or detailed design?

- ☐ **Detailed design not required** – Complete Section A only (Form Pages 1 to 4)
- ☐ **Detailed design required** – Complete Section A (Form Pages 1 to 3 only), Section B and Section C

Reasons for detailed design review:

- ☐ Site traffic volume > 100 vph in peak hour
- ☐ Signals impacted
- ☐ Roadway geometry problems
- ☐ Safety issues
- ☐ Other: _____

The following issues/criteria/design guidelines must be adequately addressed in the study.

The developer must provide page number references to the report in "Page Ref." column.

BC MoT and Mun. columns are for BC MoT/municipal use only.

Section A – Required for all Applications

	Page Ref.	OK	
		BC MoT	Mun.
A1 Known Roadway Issues			
<input type="checkbox"/> Geometric problems at site – <i>List on Attachment A.</i>			
<input type="checkbox"/> Documented safety concerns at site – <i>See B8</i>			
Other: _____			
A2 Access Restrictions (Additional restrictions may be required by analysis/mitigation.)			
<input type="checkbox"/> No left turns permitted to or from _____			
<input type="checkbox"/> No direct access to major road _____			
<input type="checkbox"/> Access to side-street required _____			
<input type="checkbox"/> Rear access required			
<input type="checkbox"/> Shared access required with _____			
<input type="checkbox"/> Freeway: No access permitted to freeway, ramps or street within 300 m of end of ramp			
<input type="checkbox"/> Protection for interchange, no access permitted within 300 m of proposed freeway ramp			
<input type="checkbox"/> Other: _____			
<i>Identify on Attachment A any restrictions or options to be assessed.</i>			

	Page Ref.	OK	
		BC MoT	Mun.
A3 Environmental Issues			
<input type="checkbox"/> None <input type="checkbox"/> To be identified by developer <input type="checkbox"/> To be reviewed: _____			
A4 Cost Sharing			
<input type="checkbox"/> None <input type="checkbox"/> To be identified by developer <input type="checkbox"/> Municipal agreement			
A5 Results Summary			
<i>Developer must provide report page numbers for key summaries:</i> Trip generation rates used page _____ Parking stalls required/provided page _____ Required road improvements page _____ Sight distances page _____ Site plan drawing nos. _____ Roadway plans drawing nos. _____			
If a detailed review is submitted, complete Sections B and C, and include detailed capacity calculations as an appendix. <input type="checkbox"/> Yes <input type="checkbox"/> No – Reason: _____ _____			
Intersection analysis summary (LoS, delay, V/C ratio) page _____ Signal timing plans page _____ Magazine and turn slot storage lengths/queues page _____			

Submitted by: _____ Date: _____

Signature: _____

P. Eng. Seal and Certificate No: _____

PTOE Certificate No: _____

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Simplified Process Criteria (Simplified process only. For detailed review, complete Sections B and C)

A6 Highway Design Speed and Sight Distances for intersections

(Check required design speed – TAC Figures 2.3.3.4 and 2.3.3.6 – for 2 lane roads.)

Design Speed	Approaching Vehicle Sight Distance	Exiting Vehicle Sight Distance
<input type="checkbox"/> 50	200 m	125 m
<input type="checkbox"/> 60	240 m	155 m
<input type="checkbox"/> 70	275 m	200 m
<input type="checkbox"/> 80	310 m	250 m
<input type="checkbox"/> 90	350 m	310 m
<input type="checkbox"/> Other (> 2 lane, or other speed)	_____	_____

	Page Ref.	OK	
		BC MoT	Mun.
A7 Left Turn Lanes (Attach copy of appropriate BC Supplement layout Fig. 710.D.1 to 710.L)			
<input type="checkbox"/> Required on highway, length of storage _____ m <input type="checkbox"/> Required on access, length of storage _____ m <input type="checkbox"/> To be determined by developer			
A8 Acceleration or Deceleration Lanes Required on Highway			
<input type="checkbox"/> No <input type="checkbox"/> Yes (Select values for required design speed from BC Supplement Figs. 710.D.1 to 710.L and attach copy.)			
A9 Parking			
<input type="checkbox"/> Municipal bylaw rate <input type="checkbox"/> ITE parking generation rate			
<input type="checkbox"/> Number of stalls required _____ <input type="checkbox"/> To be determined by developer			
<input type="checkbox"/> Municipal stall dimensions <input type="checkbox"/> BC MoT stall dimensions			
<input type="checkbox"/> Minimum distance between access point and 1 st on-site intersection _____ m <input type="checkbox"/> To be determined by developer			
<input type="checkbox"/> Other conditions: See A11 or use Attachment A.			

A10 Highway Realignment Required

☐ No ☐ Yes (Describe, using Attachment A if required.) _____

A11 Other Requirements (Describe, using Attachment A if required.)
