



REPORT

TO: Lorraine Hilton
Chief Administrative Officer

Date: June 17, 2021
File: 6520.21

FROM: Laura Beckett
Municipal Planner

To Council
June 21, 2021

**RE: BUDGET AND TIMELINE UPDATE
South Highlands Local Area Plan**

Further to staff's report for the June 7, 2021 Council Meeting regarding the South Highlands Local Area Plan Budget and Timeline Update, additional consideration has been given to the proposed work plan on page 7 of the June 1, 2021 version of the Phase 2 Terms of Reference (web link: <https://www.highlands.ca/AgendaCenter/ViewFile/Item/6515?fileID=6460>).

1. There is some additional work necessary to bring the second survey to the public, resulting in additional funds being requested. Staff anticipates that an additional minimum of \$3,000 will be required, and thus requests that Council consider allocating up to \$45,000 of additional funds to complete the South Highlands Local Area Plan.
2. Staff notes that the work plan anticipates completing both the survey and its delivery to the public in the month of July. The anticipated loosening of social restrictions with respect to the pandemic may affect Task Force members' availability and public response to the survey. While there may be value in postponing this work until September, this could add an extra 2-3 months to the timeline with anticipated project completion – not to bylaw stage – to occur by the end of March 2022. Staff estimates an additional 2 months to conduct legislative consultation and notification requirements should an OCP amendment be required. This has been an expected outcome of the SHLAP process. This proposed timing estimates that project conclusion will occur later in Council's term. Staff notes that the collective availability of Task Force members, consultants and staff could naturally result in a summer pause as well.

AMENDED OPTIONS FROM JUNE 7, 2021 COUNCIL REPORT

The following options are for Council's consideration:

1. That Council approve the updated Phase 2 Terms of Reference for the South Highlands Local Area Plan as indicated in the June 1, 2021 version and in this staff report (for the June 21, 2021 Council Meeting); that Council approve allocating up to \$45,000 of additional funds to complete the South Highlands Local Area Plan; and that Council direct staff to pause some work on the project until September.
2. That Council approve the updated Phase 2 Terms of Reference for the South Highlands Local Area Plan as indicated in the June 1, 2021 version and in this staff report (for the June 21, 2021 Council Meeting); and that Council approve allocating up to \$45,000 of additional funds to complete the South Highlands Local Area Plan.
3. That Council provide alternative direction.

Respectfully submitted,

Laura Beckett, MURP, MCIP, RPP
Municipal Planner

Concurrence

Lorraine Hilton,
Chief Administrative Officer

Attachments: [Report, Planner, June 2, 2021, "Budget and Timeline Update South Highlands Local Area Plan"](#)