

**UPDATED Estimated Project Overview with Roles and Deliverables – South Highlands Local Area Plan Process**

September 3, 2020

Time	Phase	Staff	Council	Consultant	Task Force
July – September 2019	Set-up	Recommendations to Council Re: Project terms of reference	Decides on: <ul style="list-style-type: none"> <li>Project terms of reference for consultant request for proposals</li> </ul>		
		<ul style="list-style-type: none"> <li>Conducts request for proposals</li> <li>Advertises and sends letters for participation on Task Force</li> <li>Establishes web page</li> </ul>			
				Proposals sent in	Applications sent in
		<ul style="list-style-type: none"> <li>Ranks consultants</li> </ul>			
October – December 2019		Recommendations to Council Re: Contract award	Chooses: <ul style="list-style-type: none"> <li>Consultant</li> <li>Task Force</li> </ul>		
				Successful applicant notified	Task Force members notified
January – April 2020	PHASE 1	<ul style="list-style-type: none"> <li>Manages consultant</li> <li>Attends Task Force meetings and participates as non-voting member</li> <li>Directs email comments to consultant</li> </ul>	<ul style="list-style-type: none"> <li>One representative attends Task Force meetings and participates as non-voting member</li> </ul>	<ul style="list-style-type: none"> <li>Carries out process for Phase1 as outlined terms of reference and DETAILED in successful proposal</li> </ul>	Participates in Phase 1
		Task Force Meetings Open to Public and Email Comments to <a href="mailto:LBeckett@highlands.ca">LBeckett@highlands.ca</a>		<p><u>DELIVERABLE:</u></p> <p>With a Task Force as endorsed by Council, a consultant will provide a written report that:</p> <ol style="list-style-type: none"> <li>Defines, “South Highlands:”                             <ol style="list-style-type: none"> <li>Provide a geographic description (map) of “South Highlands”</li> <li>Provide rationale for how and why the area was chosen.</li> </ol> </li> <li>Establishes a Terms of Reference for Phase 2:                             <ol style="list-style-type: none"> <li>Create the objectives and deliverables to be used as the Terms of Reference for a South Highlands Local Area Plan.</li> <li>Using sections 1, 2, and 3 of the “Decision Making Framework,” suggest content outline for the plan.</li> <li>For task force to consider implications of climate change in land use decisions.</li> <li>Recommend consultation program, including fulfillment of <i>Local Government Act</i> consultation requirements. Includes consultation with respect to amendment to amenity section.</li> </ol> </li> </ol>	
	Committee of the Whole Meeting	<ul style="list-style-type: none"> <li>Covering report to Council</li> </ul>	Decides on Project Terms of Reference for Phase 2	Writes final report with recommendations and presents to Council Presents at COW	

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September 3, 2020

Time	Phase	Staff	Council	Consultant	Task Force
May 2020 – March 2021	PHASE 2	<ul style="list-style-type: none"> <li>Manages consultant</li> <li>Attends Task Force meetings and participates as non-voting member</li> <li>Directs email comments to consultant</li> <li>Other tasks as required</li> </ul>	One representative attends Task Force meetings and participates as non-voting member	Conducts Phase 2  <u>DELIVERABLES:</u> 1. With the Task Force, a consultant will provide: <ol style="list-style-type: none"> <li>A South Highlands Local Area Plan for either direct inclusion or as an appendix to the OCP.</li> <li>Carry out the consultation program as described in Phase 1.</li> <li>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.</li> </ol> 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.)	<ul style="list-style-type: none"> <li>Participates in Phase 2</li> <li>Expected to be expanded as a result of Phase 1 conclusions</li> </ul>
		PHASE 2 Overview 1. "Background & Research" – Intent is to develop an in-depth understanding of the project context and to develop a detailed project plan and engagement plan. 2. "Explore New Ideas" – Engage the community and key stakeholders to (a) develop a vision, identify key issues, explore ideas, and establish directions for the future of the area, and then (b) begin to refine these directions into objectives and strategies to be incorporated into the LAP. 3. "Develop the Draft Plan" – Iteratively develop an early draft of the plan, from initial plan components to a full early draft, and then engage the public to ensure that the draft LAP is consistent with what was heard during "Explore New Ideas" 4. "Refine, Finalize, Implement" – Refine draft to be ready to present to Council for approval. When approved, then implementation tasks – ie OCP amendment – would be initiated. ...full details at <a href="#">LAP Process</a>			
April 2021		<ul style="list-style-type: none"> <li>Covering report to Council</li> </ul>	<ul style="list-style-type: none"> <li>Endorses Local Area Plan</li> <li>Directs staff to prepare OCP amending bylaw</li> </ul>	Submits finalized product (for inclusion into OCP amending bylaw) and presents to Council  Presents at COW	Attends COW if possible
May- June 2021	Post Project – OCP Amendment	<ul style="list-style-type: none"> <li>Prepares OCP amending Bylaw using resulting work as appendix for bylaw</li> </ul>		Finishes any outstanding typos, etc. for OCP amendment	
			Considers first and second readings of OCP amending bylaw		
		<ul style="list-style-type: none"> <li>Conduct any remaining required consultation (ie CRD Board in regards to Regional Context Statement if any changes made)</li> </ul>			
		<ul style="list-style-type: none"> <li>Prepares material</li> </ul>	Attends		
	Public Hearing	<ul style="list-style-type: none"> <li>Prepares material</li> </ul>	Considers third reading and adoption of OCP amending bylaw		