

INFORMATION NOTICE

FROM: Laura Beckett, Planner

DATE: July 30, 2021

RE: South Highlands Local Area Plan Process – TASK FORCE

This notice is provided in an effort to organize the information resulting from Council direction of this [Staff Report](#) that was on Council’s June 21, 2021 Agenda. Sources include the [Staff Report](#), the South Highlands Local Area Plan (SHLAP) [Estimated Project Overview](#), and the SHLAP [Project Terms of Reference and Task Force Terms of Reference](#).

Process for Written Comment by Task Force Members

To ensure proper meeting procedures are maintained and balancing the Task Force’s need to continue the momentum of the work it is doing within the legislated requirement to maintain an open and transparent process, any emails from Task Force members, sent to a quorum of SHLAP members, that are advancing the business of the Task Force will be placed on the next SHLAP agenda, for further discussion if necessary. This will ensure that this exchange of information and ideas forms part of the open meeting process and is available to the public as a whole.

Roles and Responsibilities Summary

	Roles	Responsibilities
Voting Task Force Members	<ul style="list-style-type: none"> Participates in Phases 1 and 2. Provides a broad range of views. 	<ul style="list-style-type: none"> Prepares for meetings.
Consultant	<ul style="list-style-type: none"> Carries out process for Phase 1 as outlined in terms of reference and consultant’s detailed proposal Conducts Phase 2 as outlined in Terms of Reference for Phase 2 Leads and chairs Task Force meetings. Provides technical expertise. 	<ul style="list-style-type: none"> Provides deliverables: <u>PHASE 1</u> – Map of South Highlands, Terms of Reference for Phase 2 and Consultation Program; <u>PHASE 2</u> – Carry out consultation program, write the “SHLAP”, consequential changes to other OCP sections as necessary, update OCP and General amenity policies (in relation to Heritage and for change of use) NOTE: One carry-over item from Phase 1 to Phase 2 is to evaluate content outline for local area plan using sections 1, 2, and 3 of “Decision Making Framework,” because current outline is too general. This task will be done with staff and will occur at “Develop Early Draft Plan – key content,” which is Stage 3-1 of the LAP Process in the June 1, 2021 Terms of Reference for Phase 2. Writes agendas and meeting summaries. Finalizes draft meeting summaries. Manages www.LetsTalkSHALP.ca website. During Task Force meetings, clarifies decision points for consensus or formal voting. Ensures Task Force participants are heard.
Staff	<ul style="list-style-type: none"> Manages consultant. Attends Task Force meetings and participates as a resource and as non-voting member. Directs email comments to consultant. Provides process and administrative guidance. Reports to Council. 	<ul style="list-style-type: none"> Utilizes “Notify Me” website function when Task Force meeting agendas are published. Distributes meeting summaries to Task Force members in draft for corrections, and then distributes to Task Force members and posts final versions on the District’s SHLAP web page. Distributes agendas to Task Force members. Occurs at least 10 days before meetings. Prints hard copies of any material for Task Force members as requested. Outlines process that allows for written comment by Task Force members that still adheres to open meeting protocols (see above). Provides clear direction on roles and responsibility (this table). Ensures Task Force participants are heard. Posts information and documents to District SHLAP web page. Collects correspondence submitted during SHLAP process and brings forward to Council when it considers draft SHLAP.
Council	<ul style="list-style-type: none"> Decides on project terms of reference for consultant request for proposals. Chooses Consultant and appoints Task Force. One representative attends task force meetings as Council Liaison and participates as non-voting member. Decides on Project Terms of Reference for Phase 2. Considers LAP. Directs staff to prepare OCP amendment bylaw. 	<ul style="list-style-type: none"> Considers correspondence received during SHLAP process as a complete package with the draft SHLAP.