



Tool 1.1 - Model LTC Minor Housing Project Timeline*

MINOR HOUSING PROJECT TIMELINE				
Meeting ¹	Milestone	Target Dates ²	Comments	Cost
PHASE 1: PROJECT PLANNING - YEAR 1				
1	LTC identifies topic areas and problem, direct development of Project Charter	Month - 1		
	LTC engages with First Nation governments on consultation approach	Month 0 - 1		
	LTC may engage with community to inform issues, scope and options	Month 1 - 2		
2	Endorsement of Project Charter	Month 3		
PHASE 2: PROJECT INITIATION				
	Preliminary research and data gathering/mapping	Month 3 - 6		
	Project formal launch: communications to First Nations, landowners, stakeholders, agencies	Month 3 - 4		
PHASE 3: ANALYSIS				
	Analysis of data/mapping	Month 4 - 6		
PHASE 4: CONSULTATION (LIMITED)				
	First Nation, stakeholder and public engagement and consultation	Month 3 - 6		
PHASE 5: DRAFTING				
3	LTC review of consultation results, policy options, draft bylaw language/Referral to APC	Month 6 - 7		
	APC meeting(s)	Month 5 - 6		
4	Review APC recommendations/Direction to prepare bylaw(s)	Month 7		
PHASE 6: LEGISLATIVE³				

¹ Recommended to schedule special meetings for these milestones other than routine bylaw readings or LTC direction

² Note: these are guidelines but timelines may be different for different Local Trust Committees

³ It is likely this section can be compressed for minor bylaw amendments.



MINOR HOUSING PROJECT TIMELINE

Meeting ¹	Milestone	Target Dates ²	Comments	Cost
5	LTC Review of draft bylaws, early referrals	Month 7 - 9		
	Legal Review (targeted)	Month 8 - 9		
6	Community Information Meeting	Month 9 - 10		
7	Consideration of revisions and 1 st reading	Month 10 - 11		
8	Consideration of amendments and 2 nd reading	Month 12		
9	Community Information Meeting/Public Hearing	Month 13		
10	3 rd reading, Executive Committee, Minister	Month 13		
11	Final Adoption	Month 14+		
PHASE 7: IMPLEMENTATION				
	Procedural updates	Month 14+		
	Bylaw amendment communication(s)	Month 14+		
TOTAL		15 Months		

**Refine timeline and milestones as required. Add/subtract rows as needed.*



Model LTC Minor Project Work Plan

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Phase 1: Project Planning															
LTC identifies topic areas & problem	█														
LTC engages with First Nations to request interest in consultation	█	█													
LTC may engage community to inform issues, scope	█	█													
LTC endorsement of Project Charter			█												
Phase 2: Project Initiation															
Preliminary research & data gathering			█	█	█	█									
Formal Project launch: communications to First Nations, landowners stakeholder groups			█	█											
Phase 3: Analysis															
Analysis of data, research, mapping				█	█	█									
Phase 4: Consultation															
First Nation, stakeholder and public engagement			█	█	█	█									
Phase 5: Drafting															
LTC Review of consultation results and policy options, potential referral to APC						█	█								
APC Meetings (optional)					█	█									
Direction to prepare bylaw(s)							█								
Phase 6: Legislative															
LTC Review of draft bylaws, early referrals							█	█	█						
Legal Review (targeted)							█								
Community Information Meeting								█	█						
Consideration of revisions and 1st reading									█	█					
Consideration of amendments and 2nd reading											█				
Community Information Meeting/Public Hearing (if required)												█			
3rd reading, Executive Committee, Minister													█		
Final Adoption															█
Phase 6: Implementation															
Procedural updates															█
Bylaw amendment communication(s)															█

*refine timeline and milestones as required. Add rows as needed.