



TOOL 1.2 - Model LTC Major Housing Project Timeline*

MAJOR HOUSING PROJECT TIMELINE				
Meeting ¹	Milestone	Target Dates ²	Comments	Cost
PHASE 1: PROJECT PLANNING				
1	LTC identifies topic areas and issues, adds to work program			
	LTC engages with First Nation governments on consultation approach			
	LTC may engage with community to inform issues, scope and options			
2	LTC provides direction to draft Business Case	July		
3	LTC endorsement of Business Case, forwarded to Committees	Sept - Nov		
PHASE 2: PROJECT INITIATION - YEAR 1				
	Preliminary research and data gathering.	Jan - March		
4	Project formal launch: communications to First Nation governments, landowners, stakeholders, agencies, and community meeting.	April - May		
	Development of Terms of Reference for APC or working groups	April - May		
5	Endorsement of Project Charter	June		
PHASE 3: ANALYSIS				
	Data gathering and research	May - Sept		
	Drafting of Discussion Paper	May - July		
	Special APC or Working Group appointments and referrals	June		
	Preparation and analysis of data/mapping	June - July		
	LTC review of Discussion Paper(s)	July - August		
PHASE 4: CONSULTATION				
	First Nation, stakeholder and public engagement	July - Dec		
	On-going analysis and revisions to data/mapping	Sept - Dec		

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

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



MAJOR HOUSING PROJECT TIMELINE				
Meeting ¹	Milestone	Target Dates ²	Comments	Cost
PHASE 5: DRAFTING – YEAR 2				
6	LTC Review of consultation results and policy options	Jan - Mar		
7	Review of draft bylaw language	Feb - March		
8	Direction to prepare bylaw(s)	March		
PHASE 6: LEGISLATIVE				
9	LTC Review of draft bylaws, early referrals	April - June		
	Legal Review (targeted)	June		
10	Community Information Meeting	June		
11	Consideration of revisions and 1 st reading	July-August		
12	Consideration of amendments and 2 nd reading	Sept		
13	Community Information Meeting/Public Hearing**	Oct		
14	3 rd reading, Executive Committee, Minister of Municipal Affairs	Oct - Nov		
15	Final Adoption	Dec - Jan		
PHASE 7: IMPLEMENTATION				
	Procedural updates	Nov - Dec		
	Bylaw amendment communication(s)	Dec		
TOTAL				

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

*** Under recent amendments to Local Government Act Section 464, local trust committees are prohibited from holding public hearings for zoning changes that increase housing options if those changes are consistent with the official community plan of the island.*



PROJECT WORK PLAN				
Meeting	Milestone	Target Dates	Comments	Cost
	Phase 0: Pre-Project			
	LTC considers process options, topic areas, and issues; direction to staff to draft Business Case	April to August		
	LTC endorsement of Business Case, forwarded to RPC and FPC	Sept - Oct		
	Early discussions with First Nations and community	On-going		
Year 1	Phase 1: Project Initiation			
	Issues and process confirmed by LTC	March - April		
	Project launch: communications to First Nations, landowners, stakeholders, agencies, and community meeting.	April - May		
	Development of Terms of Reference for APC or working groups	April - May		
	Preliminary research & data gathering	April to June		
	Endorsement of Project Charter	June		
	Phase 2: Analysis			
	Research, drafting of discussion paper(s)	May - Oct		
	Mapping updates prepared	May - Oct		
	Technical review of bylaw	May - Oct		
	LTC review of discussion papers, mapping	Sept - Dec		
	Phase 3: Consultation			
	Special APC appointments, Terms of reference, and referrals	July - Sept		
	First Nations consultation	July - Mar		
	Stakeholder, agency, and public engagement	July - Mar		
	APC / Working Group reviews and reports	Sept - Mar		
Year 2	Phase 4: Drafting			
	LTC Review of consultation results and policy options	Apr- June		
	Direction to prepare bylaw(s)	June		
	LTC Review of draft bylaw language	Sept - Oct		
	Legal review (if required)	Sept - Oct		
	Phase 5: Legislative			
	LTC Review of draft bylaws, early referrals, First Nations consultation	Oct- Dec		
	Community Information Meetings	Nov - Dec		
	Consideration of revisions and 1 st reading	Jan - Feb		
	Consideration of amendments and 2 nd reading	Feb - March		



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PROJECT WORK PLAN				
Meeting	Milestone	Target Dates	Comments	Cost
	Community Information Meeting/Public Hearing	March		
	3 rd reading, Executive Committee, Minister	March		
Year 3	Phase 6: Implementation			
	Final Adoption	May - June		
	Pre-project planning for LUB Review Project	Apr - June		
	Procedural bylaw updates	May - June		
	Public communication(s)	May - June		

