

## PROJECT CHARTER

### Leduc County and Summer Villages Intermunicipal Development Plan (IDP) & Intermunicipal Collaboration Frameworks (ICF's) Interim Review & Update

#### PROJECT INFORMATION

DESCRIPTION AND BACKGROUND		
<p>The review of the IDP and ICF's is intended to be limited in scope. The review will include only amendments to the IDP to align with legislation that have been adopted or approved since the adoption of the IDP or that have been identified by Council, administration and the public that need refinement to provide clarity. The ICF's are no longer required to be adopted by bylaw, so the intention is for them to be repealed and the updated ones will be approved by resolution.</p>		
OBJECTIVES		
<ol style="list-style-type: none"><li>1. Review and adopt an updated Intermunicipal Development Plan.</li><li>2. Repeal ICF's with each of the summer villages and approve updated versions by resolution.</li></ol>		
SCHEDULE		
Phase	Deliverable	Est. Completion Date
Project Start-Up	<ul style="list-style-type: none"><li>• Project Charter that clearly outlines project objectives, deliverables, schedule, risks, and role responsibilities</li><li>• Finalization of Background Report that provides an overview of the legislation, regulation, plans, studies and strategies that have been adopted or approved since the adoption of the IDP.</li></ul>	Q1 2024
		Q1 2024
Build Solutions	<ul style="list-style-type: none"><li>• Steering committee meeting to discuss IDP and ICF's</li><li>• Draft IDP with amendments that align with legislative changes and regional and municipal work completed since adoption of the IDP.</li><li>• Consultation that garners feedback from internal and external stakeholders including Council, SMT and other key staff members, and external agencies on proposed amendments to the IDP.</li><li>• Identify any issues with existing ICFs that may require changes.</li></ul>	Q2 2024
Project Completion	<ul style="list-style-type: none"><li>• Steering committee meeting to review draft IDP and ICF's and garner support to proceed with first reading of the updated IDP.</li><li>• Report to Council for consideration of 1<sup>st</sup> reading of the updated IDP</li><li>• Public Hearing to receive final feedback from stakeholders on proposed IDP amendments</li><li>• Report to Council for consideration of 2<sup>nd</sup> reading of updated IDP</li></ul>	Q2 2024
		Q3 2024
		Q4 2024
		Q4 2024

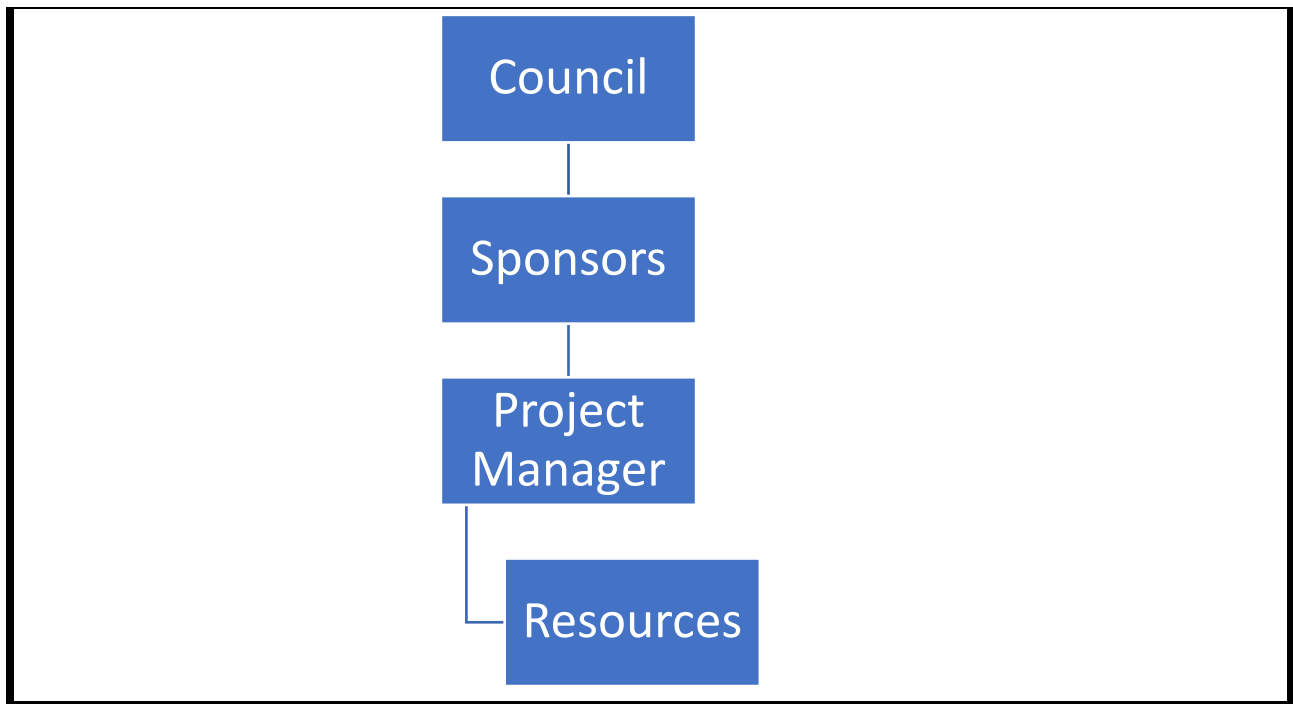
	<ul style="list-style-type: none"> <li>• Report to Council for consideration of 3<sup>rd</sup> reading</li> <li>• Report to Council to repeal ICF's and approve updated ICF's by resolution</li> </ul>	<p>Q4 2024</p> <p>Q4 2024</p>
<b>OUT OF SCOPE</b>		
<ul style="list-style-type: none"> <li>• Review and Update of the North Pigeon Lake Area Structure Plan</li> <li>• Public engagement beyond the legislated requirements (public hearing, advertisement, etc.)</li> </ul>		
<b>BUDGET ALLOCATION AND SOURCE OF FUNDING</b>		
<b>Administration</b>	<b>0</b>	
<b>Legal</b>	0	
<b>Consulting</b>	0	
<b>Communications</b>	\$1,500.00	

### PROJECT RISKS, ASSUMPTIONS, AND CONSTRAINTS

<b>RISKS</b>		
No.	Risk Description	Planned Mitigation
1.	Staff resources/availability	Provide ample lead time for staff to respond to queries regarding concerns/issues with the IDP. Minimize time and resource commitments by providing clear and concise information. Regular check-ins.
2.	Scope Creep	Provide clarity of purpose of review. Confirm any amendment proposed is necessary.
3.	Proposed amendments may not align with community, industry, and council views	Actively listen to stakeholders and incorporate their input where possible. Provide rationale for proposed amendments to provide understanding as to why the amendment is necessary and how that decision was arrived at.
<b>ASSUMPTIONS</b>		
No.	It is assumed that:	
1.	The IDP Review is to update the IDP to align with legislative changes and regional and municipal work completed since adoption of the IDP and refine only those policies identified, if any, that require clarity to achieve a desired outcome. The amendments identified through the IDP review are not intended to be extensive.	
2.	The ICF review is meant to repeal the bylaw and update the new ICF as a resolution, but no extensive changes are expected.	
<b>CONSTRAINTS</b>		
1.	A limited budget has been allocated to facilitate steering committee meetings and fulfil legislated advertising requirements.	

## PROJECT GOVERNANCE

Project Role	Assigned To	Responsibility
<b>Council</b>	Elected Officials	<ul style="list-style-type: none"> <li>• Approval of project charter, budget and adoption of amendments</li> </ul>
<b>Steering Committee</b>	Intermunicipal Liaison Committee, up to 3 members from each summer village Council, CAO from each summer village, Project sponsor and Project Manager.	<ul style="list-style-type: none"> <li>• Meet to review proposed changes.</li> <li>• Recommend approval of final documents to respective Councils.</li> </ul>
<b>Executive Sponsor</b>	Director of Planning and Development	<ul style="list-style-type: none"> <li>• Authorizes project, advocates to Senior Management Team (SMT) and Executive Leadership Team (ELT), and endorses approval of the budget by Council.</li> </ul>
<b>Project Sponsor</b>	Manager of Regional and Long Range Planning	<ul style="list-style-type: none"> <li>• Provides subject matter expertise</li> <li>• Reviews and endorses all deliverables</li> </ul>
<b>Project Manager</b>	Senior Planner, Regional Planning	<ul style="list-style-type: none"> <li>• Responsible for planning, organizing and directing the completion of this project and ensuring the project is completed on time, on budget and within scope</li> </ul>
<b>Other Resources</b>	Planners for Regional and Long Range Planning. Summer Village planning and development staff.	<ul style="list-style-type: none"> <li>• Completes and/or assists in the completion of deliverables as directed by the PM</li> </ul>
	Administrative Assistant	<ul style="list-style-type: none"> <li>• Circulation of referrals/notices</li> <li>• Booking of steering committee meetings.</li> <li>• Formatting/updating of document</li> </ul>
	GIS Coordinator	<ul style="list-style-type: none"> <li>• Preparation of maps</li> </ul>
	Communication Coordinator	<ul style="list-style-type: none"> <li>• Works with PM to develop and execute required communication.</li> </ul>
<b>Governance Structure</b>		



**STAKEHOLDERS**

Stakeholders
<ul style="list-style-type: none"> <li>• Public – residents, landowners, agricultural producers</li> <li>• Indigenous Groups – Treaty 6</li> <li>• Provincial ministries –Transportation, Environment and Parks, Agriculture and Forestry, Municipal Affairs, Alberta Energy Regulator (AER)</li> <li>• Federal ministries – Fisheries and Oceans</li> <li>• Environmental Groups –Pigeon Lake Watershed Alliance</li> <li>• Internal departments – Council, public works, engineering services, agriculture services, fire services, parks and recreation</li> </ul>

**VERSION HISTORY**

Revision #	Date	Brief Description of Change
1	March 5, 2023	Removed public participation plan.