

Summer Village of Silver Sands

Proposed Project Schedule – Status Change Engagement 2024-2025

Activity	Deliverable	Schedule
<p>Kick-Off Meeting:</p> <p><i>“Brainstorm What Council and Admin are Looking For”</i></p>	<ul style="list-style-type: none"> • Framework for Project Scope • Idea of Council Expectations • Timeline Discussion 	<ul style="list-style-type: none"> • Sept. 23, 2024
<p>Public Information & Project Intro:</p> <p><i>“Make sure the Public is Aware of the Issue and Get Their Initial Impression”</i></p>	<ul style="list-style-type: none"> • Letter to Residents (Background) • Information Session #1 • Public Survey (Website or Paper) • Option for 2nd (Virtual) Info Session 	<ul style="list-style-type: none"> • Oct. 7, 2024 • Oct. 25, 2024 • Oct. 7 – Nov 15, 2024 • Nov. 7/8/9, 2024
<p>Review and Direction:</p> <p><i>“Does Council Want to Process with the Business Case and Formal Engagement”</i></p>	<ul style="list-style-type: none"> • Process and Report Feedback • Present Feedback to Council • Discuss Next Steps 	<ul style="list-style-type: none"> • Nov. 15-Nov 29, 2024 • Nov. 29, 2024 • Nov. 29, 2024
<p>Business Case Preparation:</p> <p><i>“Establish a Service Delivery Viability Assessment for the Municipality, and Understand How a Status change Could Help Address Existing/Anticipated Gaps”</i></p>	<ul style="list-style-type: none"> • Council, Admin Complete Sustainability Strategy Self-Assessment Questionnaire • Public Letter and Survey #2 – Specific Service Delivery Questions (Service, Taxes, Future Use, etc.). • Gap Analysis and Financial Modeling to Demonstrate How Status Change Could Support Growth/Sustainability • Get Proposals for Independent Business Analysis/Case Study • Draft Business Case and Summary • Council Approval of Business Summary 	<ul style="list-style-type: none"> • Dec. 13, 2024 • Dec. 13 -Jan 17, 2025 • Jan 18 – Feb 13, 2025 • Feb 13-Mar. 14, 2025 • Mar 17 - Apr. 18, 2025 • April 25, 2025
<p>Formal Engagement Plan Development and Endorsement:</p> <p><i>“How Does Council Intend to Engage the Public and Does AMA Endorse This Strategy”</i></p>	<ul style="list-style-type: none"> • Draft Plan • Send Letter to AMA For Endorsement • Wait for Reply (Draft Survey #3) • Council Approves Final Plan, Set Public Hearing Date/Process 	<ul style="list-style-type: none"> • April 25, 2025 • May, 2, 2025 • May 2-May 30, 2025 • May 30, 2025
<p>Execute Public Engagement Plan:</p> <p><i>“Open Houses to Share Information, Surveys to Gather Feedback, Public Hearings to Formally Record Comments”</i></p>	<ul style="list-style-type: none"> • Post Letter and Survey #3 • Notice of Public Hearing • Hold Information Session to Present Business Case • Collect Feedback, Review and Process Feedback • Public Hearing 	<ul style="list-style-type: none"> • June 2, 2025 • June 2, 2025 • June 13/14/15, 2025 • June 2-June 20, 2025 • June 27, 2025
<p>Final Decision:</p> <p><i>“Council Resolves to Formally Submit a Request for a Status Change...or Not”</i></p>	<ul style="list-style-type: none"> • Council, Following Public Hearing, Special meeting, or Next Regular Meeting, Gives Direction to File an Application or Not. • Letter Summarizing the Results and Decision to the Public • Letter to MLA Requesting Support of the Application • Letter to Min. MA Requesting Support For Application 	<ul style="list-style-type: none"> • June 27-July 25, 2025 <p>(~Meeting Date + 1 Week for Mailings)</p>
<p>Notes:</p>	<ul style="list-style-type: none"> • Municipal Election Cycle – Nomination and Election Days Impact on Timeline, Meeting Dates Etc. May Want to Push Election Date Back As Far As Possible 	

