

Planning For Growth

Managing Relationships and Projects

Municipal Capacity Development Program

July 2010



Overview

- ◆ Building Partnerships
- ◆ Developing Projects
- ◆ Managing Projects

Building Partnerships

- ◆ Who would benefit from being a partner?
- ◆ Approach potential partners
 - Letter, phone call, email, in person meeting
- ◆ Message
 - What you are doing, why they can benefit, and what they can contribute
- ◆ Gain Commitment
- ◆ Create fair representation
- ◆ Keep them Involved

Open Lines of Communication

- ◆ Have consistent structured meetings
- ◆ Outline reporting timelines
- ◆ Have an updated contact list
- ◆ Create a stakeholder map – Decide what stages each stakeholder needs to be informed at

What other ways do you communicate to build a strong partnership?

Project Development

- ◆ Goal
- ◆ Objectives
- ◆ Actions/Activities
- ◆ Timelines
- ◆ Resources – Human, Financial, Existing
- ◆ Lead

Goal Development

- ◆ Create a goal you want to achieve based on your priority.
- ◆ Not the solution to the issue but overall reason for the solution
- ◆ **Example:**
 - ◆ *NOT to develop a District Plan but "To provide municipalities with standardized policies and common lines of action to build on our relationship and for the long term benefit of the region."*

Objective Development

- ◆ The solution to achieve your goals
- ◆ Can be both short term or long term
- ◆ Turn the priority into a specific action

- ◆ **Example:**
 - ◆ Goal: “To provide municipalities with standardized policies and common lines of action to build on our relationship and for the long term benefit of the region.”
 - Objective: “To develop a district plan that identifies the groups similarities and consistent policies for all municipalities to adopt”

Activities/Actions

- ◆ Step by step process to reach objective
- ◆ Creates a structure to follow
- ◆ Provides Accountability

- ◆ Example:

Goal: "To provide municipalities with standardized policies and common lines of action to build on our relationship and for the long term benefit of the region."

Objective: To develop a district plan that identifies the groups similarities and consistent policies for all municipalities to adopt

Activities:

- ◆ Hire a consultant
- ◆ Employ a shared planner
- ◆ Gather existing plans

Resources

◆ Human

- Who should be involved, informed or consulted when working on your activities?

◆ Existing Assets

- Are there any other organizations or groups currently working on programs similar to the one you are trying to create?

◆ Financial

- Will it cost money to complete the actions and achieve the goal?
- How much?
- Who will provide funding and how will you receive funding?

Measures for Success

◆ Measures and Indicators

- Indicators – What will you measure?
- Baseline – What is the situation when you began?
- Benchmarks – Where are we at during intervals when achieving objectives?
- Targets – Where do we want to be?

◆ Activity Timelines

- Keeps progress moving forward
- Breakdown into manageable timeframes

Lead

- ◆ To complete actions you need someone responsible for the action
- ◆ Develops accountability, responsibility and participation of each member
- ◆ Types of Leads:
 - Someone who is responsible for overseeing all actions are complete and on time
 - Someone who is responsible for completing specific actions

Project Management

- ◆ To avoid disputes
- ◆ Assurance for all players involved
- ◆ Accountability

- ◆ How will decisions be made with respect to the project?
 - Representation
 - Approval process

Common Questions To Address in Project Management

- ◆ Who will be in charge of administering the consultant or staff planner
- ◆ How much are they willing to spend on advertising the position?
- ◆ When, where and how will the position be advertised?
- ◆ Who will be responsible for reviewing proposals?
- ◆ Who will make final decision on who to hire?
- ◆ Who will be in charge of monitoring progress? Will that individual be reporting back to the group regularly? When would they be reporting back to the group?
- ◆ Who will be developing the ToR for the position? Will they be reviewed and approved by the group as a whole?
- ◆ Which municipality will be hiring the individual? Or/ will the group be hiring the individual?
- ◆ How much will they spend? Where will the money come from? Who is responsible for the financial management of this project?
- ◆ What other outstanding issues have come up/need to be addressed for a comprehensive hiring process to take place? I.e.

What other questions should be addressed?

Planning Resource Materials

◆ Municipal Affairs PFG Website

- Managing costs
- Finding Professionals
- Assessing Planning needs
- Sample Request for Proposal

◆ MCDP Website

- Tips for Best Practices for Hiring a consultant
- Hiring a Community Planner: Interview Guide

Questions?

The image features a solid teal background. In the bottom right corner, there is a stylized, low-poly silhouette of a mountain range in a slightly darker shade of teal. The word "Questions?" is centered in the upper half of the image in a light yellow-green color.

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