

---

# Smart Development Partnerships

## Project Outline

Projects are negotiated between potential partners before a contract with a sponsoring local government is entered into. Any project proposal prepared for the Ministry of Community Services' consideration must contain the following.

### A. Project Title

- Full title of project
- Date

### B. Issue to be Addressed

- Purpose/focus of project
- Context
- Linkages
- Actions currently under way

### C. Project Description

- Goals
- Approach to the work
- Partners
- Resources (time and funding required, each partner)
- Ministry staff role (steering committee)

### D. Deliverables

Deliverables for any particular project will be negotiated. Examples of deliverables include:

- Model bylaws
- Policy guides for elected officials
- Technical guides for staff
- Decision support tools
- Streamlined approvals protocol
- Outreach and continuing education programs
- An identification of "next steps"
- Lessons learned

## E. Expected Outcomes

- Provide further support for an efficient community and region
- Contribute towards the liveability of the community and region
- Encourage sustainability
- Promote health and safety within the community and region
- Streamline/harmonize the development approval process
- Encourage the development of affordable market housing
- Facilitate the development of compact communities
- Integrate social planning and the built environment

## F. Justification

- Comparison of outcomes/deliverables and resources (project costs/budget/cost-sharing/contributions)

## G. Fit with SDP Criteria

- Provincial interest
- Innovation
- Capacity building
- Building intergovernmental relationships
- Likelihood of the project proceeding without the Ministry of Community Services' support as a partner

## H. Performance Measures

- Definition of success
- Establishment of measurements related to project objectives (benchmarks).  
Include:
  - Individual objectives
  - Corresponding performance measures
  - Methods of measurement

## I. Project Management

- Administrative parties
  - Local government managing contract
  - Consultant(s)
- Responsibilities of parties

## J. Communications

- Audience
- Messages
- Strategies

## K. Staff contact

- Local government project contact