

Project Timeline	Main Activities	Timeline/Duration	Role
Project start up:	1. Hire a consultant 2. Establish a Project Advisory Committee (PAC)	August - September (1 month)	VOT CAO, Consultant
1.	Meet with PAC to understand the tax and Comprehensive Municipal Grant implications, and any off-setting considerations	September - October 2021 (1 month)	Consultant, PAC (including VOT CAO and TTC reps)
2.	Run financial scenarios on the Community Development Plan	September – October 2021 (2 months)	Consultant, Financial Modelling Consultant
3.	Scope Regional Municipal Services Agreement (VOT, TTC, YG)	October – December 2021 (3 months)	Consultant, PAC, YG representation
4.	Identify mitigation measures for affected property owners	October – December 2021 (3 months)	Consultant, PAC
5.	Consult with affected private property owners and larger community	January – February 2022 (2 months)	Consultant, Graphic recorder
6.	Consult with Community – host community meeting(s)	February 2022 (1 month)	Consultant, Graphic recorder
7.	Confirm boundary adjustment intentions: VOT and TTC resolutions	October 2022- November 2022 (2 months)	VOT CAO, TTC, Consultant
8.	Prepare official maps	December 2022	Consultant, Registered Land Surveyor
9.	Prepare boundary adjustment information package/proposal to Community Affairs for completeness review	January 2023	VOT CAO, TTC, Consultant, Yukon Community Affairs
10.	Prepare and submit boundary adjustment proposal for Yukon Municipal Board	February 2023	VOT CAO, TTC, Consultant, Yukon Municipal Board