



BERKELEY'S PLACE PROJECT CHARTER

PROJECT SUMMARY

Title	Driftpile Cree Nation Community Alliance Project
Objective(s)	<p>The objectives of the Driftpile Community Alliance Project are:</p> <ul style="list-style-type: none"> to build positive relationships with Driftpile Cree Nation Community Members; to provide educational tools that will assist with knowledge transfer regarding responsible pet guardianship, nutritional support, parasite management, and dog bite prevention; and to assess, deworm, and microchip 150 companion animals.
Project Budget	<ul style="list-style-type: none"> https://docs.google.com/spreadsheets/d/17GAiZ-Wp-_ZQObAgedAiUqBlxAt16Be/edit?usp=sharing&oid=105887094894673773221&rtpof=true&sd=true
Project Sponsor(s)	<p>Berkeley's Place Board of Directors</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> Champion and promote the project; Provide approvals for project direction and implementation; Supply approved equipment, medical items, promotional materials and funding from the Community Initiatives Program Grant; Attend Community events and meetings as requested; Represent Berkeley's Place in a positive, professional and branded manner; and Work collaboratively and professionally with all parties involved.
Project Manager(s)	<p>Nina McLaughlin, Berkeley's Place Community Curriculum Coordinator Anjie Robinson, Berkeley's Place Community Alliance Team Erin Anderson, Berkeley's Place Medical Coordinator</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> Manage the Board approved project timelines, scope, budget and project milestones; Coordinate individual events with Driftpile Cree Nation, Volunteers and Berkeley's Place Board of Directors; Prepare and submit specific event plans to Board no later than 10 days prior to event; Attend and execute prepared event plan at each event; Maintain and use Berkeley's Place tracking forms provided by Berkeley's Place Administration regarding animal and guardian information and equipment/supply needs; Provide status updates and receipts to the Project Sponsor on a monthly basis as well as within one week of scheduled Board meetings (first Wednesday of each calendar month);



BERKELEY'S PLACE PROJECT CHARTER

	<ul style="list-style-type: none"> ● Share approved event plans with volunteer team prior to departure for to allow for questions and to understand scope and goals of each event; ● Represent Berkeley's Place in a positive, professional and branded manner; and ● Work collaboratively and professionally with all parties involved. 			
<p>Project Team</p>	<p>Nicole Boulanger, Desiree Osmond, Billi-Jo Grant, Emma Grant, Heather Dobson-Cardinal, Sue Jones-Walmsley, Janet Juneau</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> ● Support and complete tasks as requested by the Project Managers; ● Attend events and execute event plan as requested by the Project Managers; ● Represent Berkeley's Place in a positive, professional and branded manner; and ● Work collaboratively and professionally with all parties involved. 			
<p>Background</p>	<p>Berkeley's Place has a goal to prevent companion animal suffering through education, specific medical support and supplies. Our goal is to build a relationship with the Driftpile Cree Nation Community Members that allows us to complete Community Support events that include:</p> <ul style="list-style-type: none"> ● Animal tracking and assessment; ● Deworming and microchipping of 150 companion animals; ● Supply distribution such as collars, food scoops, food and treats; and ● Educational support of responsible pet guardianship, parasite control and dog bite prevention. 			
<p>Scope</p>	<p>This project includes:</p> <ul style="list-style-type: none"> ● Volunteers and medically trained professionals; ● Driftpile Cree Nation Community Members and their Companion animals; ● Dewormer and microchips; and ● Collars, food scoops, food and treats. 			
<p>Out of Scope</p>	<p>This project <u>does not</u> include:</p> <ul style="list-style-type: none"> ● Animals and people outside of Driftpile Cree Nation reserve boundaries; ● Intake of animals (community members should be provided with a list of local supports not directly tied to Berkeley's Place); ● Medical needs that aren't included in the Charter or approved by the Board of Directors (Community Members should be referred to Slave Lake Veterinary Clinic, at Guardian's expense); and ● Supplies that aren't included in the Charter or approved by the Board of Directors. 			
<p>Major Deliverables</p>	<table border="1"> <thead> <tr> <th data-bbox="350 1766 829 1829">ACTIVITY</th> <th data-bbox="829 1766 1175 1829">DELIVERABLE(S)</th> <th data-bbox="1175 1766 1464 1829">DEADLINE</th> </tr> </thead> </table>	ACTIVITY	DELIVERABLE(S)	DEADLINE
ACTIVITY	DELIVERABLE(S)	DEADLINE		



BERKELEY'S PLACE PROJECT CHARTER

and Their Timelines	<p>1. Creation of a Project Plan</p> <ul style="list-style-type: none"> A 2022 Project Plan will be created and presented to the Board of Directors prior to any events in the new year. Project Plan should include: confirmed dates; times; confirmed indoor location, attendee goals for deworming and microchip events, supply list, supply pick-up schedule; roles and responsibilities of volunteers and links to all project documents being used. 	<ul style="list-style-type: none"> Complete Project Plan which is approved by the Board of Directors at January 5, 2022 Board Meeting 	<p>December 31, 2021</p>
	<p>2. Execution of Events</p> <ul style="list-style-type: none"> Completion of a minimum of six Community Support events based on the approved project plan; and Arrange for a minimum of 10 EIDAP microchips as well as use of \$200 on account at Slave Lake Veterinary Clinic. Account funds to be used only for wellness exams and/or vaccinations. 	<ul style="list-style-type: none"> Reduction of worm concerns; 150 companion animals microchipped; Continual increase in event attendance; and Repeat assessment visits by Community members, showing improved animal conditions. 	<p>September 30, 2022</p>
	<p>3. Documentation</p> <ul style="list-style-type: none"> Accurate completion of all reporting documentation. 	<ul style="list-style-type: none"> Detailed animal tracking charts; Monthly event reports to Board; and Adherence to project budget. 	<p>Ongoing</p>



BERKELEY'S PLACE PROJECT CHARTER

Assumptions	<ul style="list-style-type: none"> • Berkeley's Place and Driftpile Cree Nation's relationship continues to develop positively; • Indoor location must be provided; • Weather and volunteer schedules will allow for planned events; and • Community Members are willing to utilize Berkeley's Place provided support from Slave Lake Veterinary Clinic for implantation of 10 EIDAP microchips, as well as use of \$200 on account for wellness exams and/or vaccines only.
Resources	<ul style="list-style-type: none"> • Slave Lake Veterinary Clinic; and • Animal Rescue Committee of Slave Lake.
Constraints	<ul style="list-style-type: none"> • Berkeley's Place is not set up to properly support the intake of animals therefore, we are unable to offer this support. • In this phase, we are only able to provide dewormer and microchip medical support. • We are unable to implement a litter prevention program as we do not have enough details to professionally move forward. The Foundation will continue to explore all options and develop a project plan specific to these needs, when/if appropriate.

OUTCOMES

We will know this project is successful if:

- By the use of Berkeley's Place Tracking Form, we see success from our feeding program if statistics collected on the registered animals reaching and maintaining a healthy weight and guardians are committed to feeding protocols outlined by BPCA team.
- Guardian animals are returned to their Guardians as a result of implanted microchip, should they become lost.
- Parasite control is successful when 150 companion animals are dewormed and these animals demonstrate weight gain and overall visible success by participation in deworming and food programs with the Nation.

APPROVAL

The Project Charter's arrangements and terms are as agreed to unanimously by secret ballot of the Berkeley's Place Board of Directors on December 1, 2021:

Approved: **Deferred:** **Defer Date:** _____ **Cancelled**

Signature: _____ **Date:** _____

Name: Lillian Courtney, President - Board of Directors, on behalf of the Board of Directors of Berkeley's Place