

## PROJECT UPDATE MEMO

**DATE:** October 6, 2017

**TO:** RRPD Board

**FROM:** Derek Eno MCIP, RPP

**PROJECT:** **RRPD Development Plan Update**  
- Project Update Memo #6

RRPD DEVELOPMENT PLAN UPDATE PROJECT COMPONENTS			
Component 1	Component 2	Component 3	Component 4
Project Start-Up	Background Research	Update Development Plan	Adoption of Development Plan
<i>May - June 2017</i>	<i>July - November 2017</i>	<i>December – January 2017/2018</i>	<i>February - March 2018</i>

**REPORTING PERIOD:** September 11<sup>th</sup> – October 6<sup>th</sup>, 2017

**CURRENT STAGE OF PROJECT:** Component 2 – Background Research

### Past Month Accomplishments:

- Continued with research and analysis related to Component 2 (Background Research) of the project, specifically for the drafting of a background report.
- Attended joint meeting with administrators from RRPD member municipalities on September 21, 2017 to discuss the Development Plan Update project and addressing Development Plan change requests from local stakeholders.
- Developed a checklist / handout for local stakeholders who wish to submit Development Plan change requests.
- Vacant Community Planning Assistant position.
  - Posted job notice

- Evaluated submissions and interviewed viable candidates
- Selected successful candidate

**Next Month Tasks:**

- Continue with research and analysis related to Component 2 (Background Research) of the project, specifically for the drafting of a background report.
- Train newly hired Community Planning Assistant.
- Possible assistance with current planning application files (i.e. Municipal Board hearings) as a result from a Community Planner currently on leave.
- Identify an approach to address project delays, which are a result of project staff (Planning Assistant) leaving the RRPD and project staff assisting with current planning files due to a Community Planner on leave.