

PROJECT UPDATE MEMO

DATE: February 9, 2018

TO: RRPD Board

FROM: Derek Eno MCIP, RPP

PROJECT: **RRPD Development Plan Update**
- Project Update Memo #10

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 - February 2017 / 2018</i>	<i>March - April 2018</i>	<i>May - June 2018</i>

REPORTING PERIOD: January 8th, 2018 to February 9th, 2018

CURRENT STAGE OF PROJECT: Component 2 (Background Research)

Past Month Accomplishments:

- Completed First Draft of “RRPD Development Plan Update Background Report”.
- Information Session to present the Background Report findings to the RRPD Board and member municipalities (administration and Council).
 - o Scheduled for Wednesday February 28th 2018, starting at 5:30pm at the RRPD multi-purpose room.
 - o Invitations sent out to RRPD Board members, member municipalities Mayors & CAO's (with instructions to forward invitation to all of Council and required staff).
 - o Developing presentation content.

Next Month Tasks:

- Project Steering Committee Meeting scheduled for Tuesday February 13th, 2018.
- Complete presentation content for Information Session with RRPD Board and member municipalities.
- Information Session to present the Background Report findings to the RRPD Board and member municipalities (administration and Council), scheduled for Wednesday February 28th 2018, starting at 5:30pm at the RRPD multi-purpose room.
- Start planning a public open house to present the Background Report findings.