

PROJECT UPDATE MEMO

DATE: May 5, 2017
TO: RRPD Board
FROM: Derek Eno MCIP, RPP
PROJECT: RRPD Development Plan Update
- Project Update Memo #1

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

REPORTING PERIOD: May 1st – May 5th, 2017
CURRENT STAGE OF PROJECT: Component 1 – Project Start-Up

Past Month Accomplishments:

- Project start-up commenced on May 1st 2017
- Internal RRPD staff meeting and initial assignments delegated
- File setup and management (digital and paper)
- Draft and sent out introduction letters to RRPD member municipalities and Province of Manitoba informing them of the project, and requesting their participation (meetings).
- Draft templates for internal documents (e.g. project update memos, meeting minutes)

Next Month Tasks:

- Establish a Project Steering Committee and conduct first meeting
- Schedule and conduct initial discussions with RRPD member municipalities
- Schedule and conduct initial discussion with Province of Manitoba
- Start work on confirming working copy of current Development Plans
- Drafting an RFP for public consultation services