

# Appendix 1

## Q1-Q2 2024 Work Plan Status Update

### July 29, 2024

This workplan was considered by Council on February 12, 2024, in report COU24-015. The Status and Notes column has been added to provide an update.

#### Q1-Q2 Workplan

Month	Deliverables	Scope of Work	Status & Notes on July 30, 2024
January	<ul style="list-style-type: none"> <li>Committee workplan</li> </ul>	<ul style="list-style-type: none"> <li>Develop draft vision and guiding principles review process</li> <li>Review Terms of Reference</li> <li>Develop Working Groups</li> <li>Communications:               <ul style="list-style-type: none"> <li>Develop draft website content</li> </ul> </li> <li>Vision &amp; Guiding Principles Review Process               <ul style="list-style-type: none"> <li>Develop draft community engagement plan</li> </ul> </li> </ul>	<p><b>Complete</b></p> <ul style="list-style-type: none"> <li>The Vision, Planning and Architecture Working Group proposed an engagement strategy to support the vision and guiding principles review. The Committee discussed and endorsed this approach.</li> </ul>
February	<ul style="list-style-type: none"> <li>Report to Council on Workplan &amp; Committee Update Status</li> <li>Report to Council on Terms of</li> </ul>	<ul style="list-style-type: none"> <li>Vision &amp; Guiding Principles Review Process:               <ul style="list-style-type: none"> <li>Committee Workshop</li> <li>Community Engagement Event Planning</li> </ul> </li> </ul>	<p><b>Partially Complete</b></p> <ul style="list-style-type: none"> <li>Committee undertook the development of draft guiding principles in both their monthly</li> </ul>

	<p>Reference &amp; Working Groups</p> <ul style="list-style-type: none"> <li>• Website update</li> </ul>	<ul style="list-style-type: none"> <li>○ Online Engagement Planning</li> <li>• Terms of Reference: <ul style="list-style-type: none"> <li>○ Revise Terms of Reference to reflect work and working style of the committee</li> </ul> </li> <li>• Communications: <ul style="list-style-type: none"> <li>○ Develop key messages</li> <li>○ Post new content to GTR website</li> </ul> </li> <li>• Research: <ul style="list-style-type: none"> <li>○ Working groups explore key questions related to the project</li> </ul> </li> </ul>	<p>meeting and in small teams</p> <ul style="list-style-type: none"> <li>• Terms of Reference review was postponed allowing for the work of the Working Group to be further defined.</li> <li>• Council consideration of Q1-Q2 Workplan</li> <li>• Content for website, key messages and over 30 FAQs about the project were prepared by Communications, Advocacy &amp; Civic Engagement Working Group, reviewed by Staff and posted online.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Vision &amp; Guiding Principles Review Process: Community Event #1 <ul style="list-style-type: none"> <li>○ Update on project from select speakers</li> <li>○ Open house with information panels</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Vision &amp; Guiding Principles Review Process: <ul style="list-style-type: none"> <li>○ Committee Workshop</li> <li>○ Draft vision &amp; guiding principles</li> <li>○ Prepare report to Council</li> <li>○ Event planning &amp; execution</li> </ul> </li> <li>• Communications <ul style="list-style-type: none"> <li>○ Promotion of community event #1</li> </ul> </li> <li>• Ongoing Research</li> </ul>	<p><b>Complete</b></p> <ul style="list-style-type: none"> <li>• Committee finalized draft guiding principles for consideration by Council</li> <li>• Grand Trunk Dialogues #1: Approximately 130 people attended this event to learn more about the project</li> </ul>
April	<ul style="list-style-type: none"> <li>• Report to Council on Draft Vision &amp; Guiding</li> </ul>	<ul style="list-style-type: none"> <li>• Vision &amp; Guiding Principles Review Process: <ul style="list-style-type: none"> <li>○ Event planning &amp;</li> </ul> </li> </ul>	<p><b>Complete</b></p> <ul style="list-style-type: none"> <li>• Grand Trunk Dialogues #2: Approximately 120</li> </ul>

	<ul style="list-style-type: none"> <li>Principles</li> <li>• Vision &amp; Guiding Principles Review Process: <ul style="list-style-type: none"> <li>○ Community Event #2 <ul style="list-style-type: none"> <li>▪ Examples of projects for inspiration &amp; learning</li> </ul> </li> <li>○ Launch online engagement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>execution</li> <li>• Communications <ul style="list-style-type: none"> <li>○ Promotion of community event #2 &amp; online engagement</li> </ul> </li> <li>• Ongoing Research</li> </ul>	<p>people attended this event to hear about urban renewal projects from Guelph, Toronto and Kitchener</p> <ul style="list-style-type: none"> <li>• Council considered the draft guiding principles and directed Staff and the Ad Hoc Committee to launch community engagement to further develop the principles</li> <li>• Online engagement opportunities were available on EngageStratford</li> </ul>
May	<ul style="list-style-type: none"> <li>• Vision &amp; Guiding Principles Review Process: <ul style="list-style-type: none"> <li>○ Engagement activities on draft vision &amp; guiding principles</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Vision &amp; Guiding Principles Review Process: <ul style="list-style-type: none"> <li>○ Event planning &amp; execution</li> <li>○ Analysis &amp; synthesis of engagement findings</li> <li>○ Revise vision &amp; guiding principles</li> </ul> </li> <li>• Communications <ul style="list-style-type: none"> <li>○ Promotion of community events &amp; online engagement</li> </ul> </li> <li>• Ongoing Research</li> </ul>	<p><b>Complete (Delayed)</b></p> <ul style="list-style-type: none"> <li>• This scope of work was completed in June rather than May.</li> <li>• In May, the community engagement pop ups were designed, locations secured, scheduling confirmed, and materials prepared</li> <li>• Online engagement related to the Community Pop-Ups was launched on EngageStratford.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Vision &amp; Guiding Principles Review Process:</li> </ul>	<ul style="list-style-type: none"> <li>• Vision &amp; Guiding Principles Review Process: <ul style="list-style-type: none"> <li>○ Analysis &amp; synthesis</li> </ul> </li> </ul>	<p><b>Complete (Delayed)</b></p> <ul style="list-style-type: none"> <li>• Engagement activities were</li> </ul>

	<ul style="list-style-type: none"> <li>○ Draft vision &amp; guiding principles for review</li> </ul>	<p>of engagement findings</p> <ul style="list-style-type: none"> <li>○ Revised vision &amp; guiding principles</li> <li>○ Prepare report to Council</li> <li>● Develop workplan for next 6 months</li> <li>● Ongoing Communications</li> <li>● Ongoing Research</li> </ul>	<p>delivered in June. Approximately 200 people participated.</p> <ul style="list-style-type: none"> <li>● The results were synthesized and used to revise the vision and guiding principles. These were considered by the Committee on July 15<sup>th</sup>.</li> <li>● The Q3-Q4 workplan was initially considered by the Committee on June 17<sup>th</sup> and then considered again on July 15<sup>th</sup>.</li> </ul>
July	<ul style="list-style-type: none"> <li>● Report to Council <ul style="list-style-type: none"> <li>○ Final Vision &amp; Guiding Principles</li> <li>○ 6-month workplan</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Develop detailed workplan for next 6 months</li> </ul>	<p><b>Partially Complete (Delayed)</b></p> <ul style="list-style-type: none"> <li>● Interpretive banner installed at the Grand Trunk site in partnership with the Stratford Perth Museum.</li> <li>● Workplan was endorsed by the Committee in July and considered by Council in August.</li> <li>● The results of community consultation and the vision and guiding principles will be considered by Council in early September.</li> </ul>