

**MEMORIAL PARK IMPROVEMENTS, CITY OF WELLAND**

**PROJECT SCHEDULE**

LAST UPDATE: MARCH 27, 2017

Date	Task
January 13, 2017	Project Startup Meeting
Jan. 16 - 26, 2017	<ul style="list-style-type: none"> <li>• Gathering and review of existing background data provided by the City of Welland</li> <li>• Prepare draft survey for distribution to public</li> </ul>
Jan. 23 - 26, 2017	<ul style="list-style-type: none"> <li>• Base plan preparation</li> <li>• Existing Conditions Plan/Site Inventory &amp; Analysis</li> </ul>
Jan 23 – 28, 2017	Stakeholder Consultation
January 27, 2017	<p>City of Welland Communications Department to draft information poster directing the public to the online survey. Copies of the survey to be available at the Welland Community Wellness Complex and the Welland Public Library.</p> <p>Poster to be displayed at various locations including:</p> <ul style="list-style-type: none"> <li>○ Eastdale Secondary School</li> <li>○ Welland Community Wellness Complex</li> <li>○ Welland Public Library</li> <li>○ Welland Farmer's Market</li> <li>○ Seaway Mall</li> </ul>
February 1, 2017	Stakeholder Meeting No. 1
February 8, 2017	Stakeholder Meeting No. 2
February 9, 2017	Stakeholder Meeting No. 3
February 10, 2017	Progress Meeting No. 2
February 16 - 17, 2017	Comments compiled and summarized into one document
February 28, 2017	Consultation with Civics Class, Eastdale School
March 8, 2017	Deadline for surveys to be returned, (awaiting results of paper surveys & results of consultation meeting w/o March 6 <sup>th</sup> )

Date	Task
March 23, 2017	Progress Meeting No. 3 with City of Welland staff
March 13 – 29, 2017	<ul style="list-style-type: none"> <li>• Concept development</li> <li>• ‘Public Open House’ on March 29, 2017, 6:30 p.m., at the Welland Community Wellness Complex to present proposed concept plan</li> <li>• Public commenting period commences</li> </ul>
March 29 - April 7, 2017	Receive public comments
April 7, 2017	Deadline for receipt of public comments (email and written)
April 10 and 11, 2017	Compile public comments
Week of April 10, 2017	<ul style="list-style-type: none"> <li>• Provide summary of public comments to City staff.</li> <li>• Meet with City staff team to obtain direction on final Master Plan concept, tentative date April 13, 2017. (April 14 is Good Friday).</li> </ul>
April 17 – 28, 2017	<ul style="list-style-type: none"> <li>• Consultant team prepares costing, preliminary phasing plan based on final Master Plan</li> <li>• Meeting with City staff team to discuss, April 28, 2017.</li> </ul>
May 11, 2017	Public Open House #2, to review final concept
May 1 – 19, 2017	<ul style="list-style-type: none"> <li>• Summary report May 1-10, 2017</li> <li>• minor revisions to final Master Plan, May 15-19 as directed by staff. Revision information required by May 15, 2017.</li> <li>• May 16-19, 2017 minor drawing revisions toward final Master Plan</li> </ul>
May 20, 2017	Draft report to staff for review and comments
May 29, 2017	Comments from staff to consultant team
May 29 – June 7, 2017	Consultant team finalizes report based on staff comments.
June 7, 2017	Master Plan Report to staff (to assist in preparation of Council reports)
June 12, 2017	Staff report submission to Corporate Leadership Team (CLT)



*Innovative, outside thinking.*

S I N C E 1 9 8 4

Date	Task
July 25, 2017	Presentation at Council Meeting