

Aug 14, 2024 DRAFT - City of Hamilton MTFTAA

Project workplan

This project workplan is updated monthly

Note: Timelines will need to be updated to reflect SPRC engagements

Timeline	Activities
<p>Weeks of August 12+19, 2024</p>	<ul style="list-style-type: none"> · MTFTAA Meeting – August 14th · Approve KPI and engagement methodology · Refine and approve core questions · Refine and approve discussion guide · Develop and approve any other necessary materials · Establish meeting/communication cadence with SPRC · Begin outreach to schedule stakeholders identified for one-on-one interviews · Begin outreach to coordinate with identified institutional partners and community organizations for potential focus groups · Finalize public communications materials for launch of consultation
<p>Weeks of August 26 + September 2, 2024</p>	<ul style="list-style-type: none"> · Continue outreach to identified stakeholders for one-on-one interviews · Publicly launch consultation and Engage Hamilton survey · Begin process for consultations with identified institutional partners and community organizations through potential focus groups and distribution of Engage Hamilton survey · Review and potentially modify engagement plans based on feedback and responses received · Work to promote consultation and public channels to ensure robust engagement
<p>Weeks of September 9+16, 2024</p>	<ul style="list-style-type: none"> · Continue one-on-one interviews · Public delegations to the MTFTAA · Continued outreach and work to underrepresented groups · Liaise with relevant partners and stakeholders to ensure there are no gaps in outreach to community members and organizations

<p>Weeks of September 23+30, 2024</p>	<ul style="list-style-type: none"> · Continue one-on-one interviews · Initial review of collected information through the various consultative channels · Analyze early results to determine if there are key themes and recommendations emerging · Continue engagements and encourage participation through ongoing consultative channels. · Liaise with relevant partners and stakeholders to ensure there are no gaps in the initial data and that clear recommendations to council are beginning to be identified · Identify any outstanding gaps of information or engaged audiences and determine if changes to workplan are necessary
<p>Weeks of October 7+14, 2024</p>	<ul style="list-style-type: none"> · Continue one-on-one interviews · Close public survey week of Oct. 14 · Collate data from public survey
<p>Weeks of October 21+28, 2024</p>	<ul style="list-style-type: none"> · Continue one-on-one interviews · Compile remaining engagement data and analyze results · Continue to work on drafting the report – in partnership with SPRC · Internal meetings to discuss central themes and recommendations based on consultative process · Incorporate final internal feedback and submit draft report for review · Begin feedback process with Task Force and SPRC Hamilton · Close consultations and engagements Week of October 28 · Synthesize and consolidate findings from all engagements
<p>November 2024</p>	<ul style="list-style-type: none"> · Draft report (summary of findings) submitted to Task Force · Task Force, Enterprise Canada and SPRC meeting to finalize recommendations · Edits and revisions to draft report

December 2024

- Finalize draft report for submission to City Council
- Prepare any related communication materials
- Ensure all relevant information and assets are provided to Task Force
- Continued support and potential presentation to City Council and/or Task Force