

CoH MTFTAA: Project Work Plan

Updated: September 18, 2024

Note: This project work plan is updated monthly. *Following the August 14, 2024 task force meeting and subsequent delivery of past consultative information from the City of Hamilton, the work plan received a significant update to allow for a more streamlined consultative process that is largely outcome based.*

Timeline	Activities
Weeks of September 9+16, 2024	<ul style="list-style-type: none">· Refine and approve core questions for Online Survey· Refine and approve discussion guides· Publicly launch consultation via news release (Interviews, Focus Groups, Delegations, Emails and Written Correspondence) and provide notice of upcoming Engage Hamilton Survey· Begin outreach to schedule one-on-one interviews· Begin outreach to coordinate with identified institutional partners and community organizations for potential focus groups· Public delegations to the MTFTAA on September 18th· Outreach and work to underrepresented groups· SPRC begins outreach week of Sept 16th to community organizations serving equity deserving groups
Weeks of September 23+30, 2024	<ul style="list-style-type: none">· Begin process for consultations with identified institutional partners and community organizations through potential focus groups· Begin one-on-one interviews with Elected Officials and City Staff· Continue one-on-one interviews· Liaise with relevant partners and stakeholders to ensure there are no gaps in outreach to community members and organizations· Analyze early results to determine if there are key themes and recommendations emerging that could be reflected in public survey· Publish Engage Hamilton Survey and City Staff Survey by October 1st· Continue engagements and encourage participation through ongoing consultative channels
Weeks of October 7+14, 2024	<ul style="list-style-type: none">· Continue one-on-one interviews· Identify any outstanding gaps of information or engaged audiences and determine if changes to work plan are necessary· Work to promote consultation and public channels to ensure robust engagement

	<ul style="list-style-type: none"> · Initial review of collected information through the various consultative channels (Week of October 14th) · SPRC focus groups to occur between October 1- 25th.
<p>Weeks of October 21+28, 2024</p>	<ul style="list-style-type: none"> · Continue one-on-one interviews · 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 · Close public and City Staff surveys week of Oct. 28 · Compile remaining engagement data and analyze results from interviews · Internal meetings to discuss central themes and recommendations based on consultative process · Incorporate final internal feedback and begin draft report for review · Close consultations and engagements Week of October 28 · Synthesize and consolidate findings from all engagements · SPRC analysis and report on equity deserving findings October 28 – Nov 8th
<p>November 2024</p>	<ul style="list-style-type: none"> · Begin feedback process with Task Force and SPRC Hamilton · 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
<p>December 2024</p>	<ul style="list-style-type: none"> · 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