APPENDIX " A "

to

REPORT PLAN2020-003

FILE NO: 2019 Rural Zoning By-law Consolidation

City of Kawartha Lakes
Rural Zoning By-law Consolidation and Update

Project Schedule and Work Plan (Revised July 12, 2019)

	TASKS (Note: Task numbers are revised from the original WSP Proposal)	2019						2020												2021											
		July	August	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Stage 1: Review and Analysis																															
0.1	Interactive Project Website																														
1.1	Task Force Meeting	TF																													
1.2	Community and Stakeholder Consultation Strategy		D																												
1.3	Prepare Consultation Materials with Preliminary Key Issues Identified		D																												
1.4	Technical Advisory Committee Meeting (combined with a public open house)			TAC																											
1.5	Series of 3 Public Open Houses *(3)*			P	P																										
1.6	Draft Discussion Paper				D																										
1.7	Task Force Meeting					TF																									
1.8	Technical Advisory Committee Meeting					TAC																									
1.9	Finalize Discussion Paper							D																							
1.10	Council/Planning Advisory Committee Meeting (note: assumes WSP will attend one of these meetings)								C																						
Stage 2: Preparation of Summary Report and Draft Rural Zoning By-law																															
2.1	Draft Summary Report									D																					
2.2	Task Force Meeting *(1)*										TF																				
2.3	Technical Advisory Committee *(Teleconference)* *(2)*										TAC																				
2.4	Issue-specific Public / Stakeholder Workshops *(1)*											P	P																		
2.5	Preparation of the First Draft Rural Zoning By-law												D																		
2.6	Task Force Meeting													TF																	
2.7	Technical Advisory Committee Meeting													TAC																	
2.8	Release First Draft Rural Zoning By-law														D																
2.9	Series of 3 Public Open Houses *(3)*															P	P														
2.10	Preparation of Second Draft Rural Zoning By-law and Finalize Summary Report																	D													
2.11	Task Force meeting *(1)*																		TF												
2.12	Council/Planning Advisory Committee Meeting (note: assumes WSP will attend one of these meetings)																				C										
Stage 3: Rural By-law Refinement and Final Adoption																															
3.1	Third Draft Rural Zoning By-law																				D										
3.2	Task Force Meeting																					TF									
3.3	Technical Advisory Committee Meeting *(1)*																					TAC									
3.4	Statutory Public Open House																						P								
3.5	Final Draft Rural Zoning By-law *(1)*																								D						
3.6	Statutory Public Meeting																										P				
3.7	Final Rural Zoning By-law																											D			
3.8	Digital Mapping Automated Workflow																											D			
3.9	Council Adoption																												C		

Notes:
(1) This task is not included in the original scope and is subject to budget approval
(2) This telecefoncerence can be changed to in-person, subject to budget approval
(3) The clusters of 3 open houses can be upgraded to 4 open houses, subject to budget approval

Legend
TF Task Force Meeting
TAC Technical Advisory Committee Meeting
Approximate Task Duration
D Deliverable
P Engagement Event / Public Meeting
C Council Meeting