Richmond Citizens Airport Noise Advisory Task Force - Work Plan

Task #		Task Item	Sep-08				Oct-08				Nov-08				Dec-08				Jan-09				Feb-09				Mar-09				Apr-09				May-09				Jun-09			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1		**Task Force Meeting #1: Sep 11, 2008**		T																																						
	1.1	- Introductions																																								
	1.2	- Task Force mandate & terms of reference																																								
	1.3	- Task Force schedule & meeting dates																																								
	1.4	- Task Force member expectations																																								
	1.5	- Selection of Task Force Chair																																								
	1.6	- Finalize RFP for aeronautical noise consultant																																								
	1.7	- Identify potential consultants																																								
	1.8	- Information requirements / Stakeholder invites																																								
	1.9	- Other business																																								
2		**RFP for Aeronautical Consultant**																																								
	2.1	- Issue on Sep 15, 2008																																								
	2.2	- Close on Sep 30, 2008																																								
	2.3	- Award RFP on Oct 3, 2008																																								
3		**Gather identified information / issue invites to stakeholders**																																								
	3.1	- Collect information																																								
	3.2	- Issue invites to NAV Canada, VAA, Transport Canada																																								
4		**Task Force Meeting #2: Oct 9, 2008**						T																																		
	4.1	- Introduction of consultant																																								
	4.2	- Stakeholder presentations																																								
	4.3	- Review of information & discussion																																								
	4.4	- Review consultant work program																																								
5		**Consultant carries out tasks and reports at next TF meeting**																																								
6		**Task Force Meeting #3: Nov 13, 2008**										T																															
	6.1	- Review/discussion of consultant research & information																																								
	6.2	- Planning for 1st public meeting to hear issues																																								
	6.3	- Review consultant work program																																								
7		**Consultant carries out tasks and reports at next TF meeting**																																								
8		**Task Force Meeting #4: Dec 11, 2008**														T																											
	8.1	- Review/discussion of consultant research & information																																								
	8.2	- Review plans for 1st public meeting to hear issues																																								
	8.3	- Review consultant work program																																								
9		**Consultant carries out tasks and reports at next TF meeting**																																								
10		**Task Force Meeting #5: Jan 15, 2009**																T																									
	10.1	- Review/discussion of consultant research & information																																								
	10.2	- Finalize plans for 1st public meeting to hear issues																																								
	10.3	- Review consultant work program																																								
11		**Consultant carries out tasks and reports at next TF meeting**																																								
	11.1	- Assist staff in finalizing public meeting information																																								
12		**1st Public Meeting: late Jan/early Feb 2009**																				P																				
	12.1	- Confirm meeting logistics: location, attendance, format																																								
	12.2	- Prepare & place notices for City Board & website																																								
	12.3	- Prepare display boards & questionnaires																																								
13		**Consultant prepares responses to public comments**																																								
14		**Task Force Meeting #6: Feb 12, 2009**																																								
	14.1	- Review public comments and consultant's responses																																								
	14.2	- Present draft strategies to address issues																																								
	14.3	- Planning for 2nd public meeting to present draft strategies																																								
	14.3	- Review consultant work program																																								
15		**Consultant carries out tasks and reports at next TF meeting**																																								
16		**Present Progress Update to Committee/Council**																																								
	16.1	- Present to General Purposes Committee: Feb 16, 2009																																								
	16.2	- Present to Council: Feb 23, 2009																																								
17		**Task Force Meeting #7: Mar 12, 2009**																																								
	17.1	- Further discussion of issues heard at public meeting																																								
	17.2	- Further discussion of draft strategies to address issues																																								
	17.3	- Finalize plans for 2nd public meeting to present draft strategies																																								
	17.4	- Review consultant work program																																								
18		**Consultant carries out tasks and reports at next TF meeting**																																								
	18.1	- Assist staff in finalizing public meeting information																																								
19		**2nd Public Meeting: late Mar 2009**																												P												
	19.1	- Confirm meeting logistics: location, attendance, format																																								
	19.2	- Prepare & place notices for City Board & website																																								
	19.3	- Prepare display boards & questionnaires																																								
20		**Consultant prepares responses to public comments**																																								
21		**Task Force Meeting #8: Apr 9, 2009**																																								
	21.1	- Review public comments and consultant's response																																								
	21.2	- Present refined draft strategies to address issues																																								
	21.3	- Draft final report to Committee/Council																																								
	21.4	- Seek comments from stakeholders on draft strategies																																								
	21.5	- Planning for 3rd public meeting (if required)																																								
	21.6	- Review consultant work program																																								
22		**Consultant carries out tasks and reports at next TF meeting**																																								
	22.1	- Consultant to present draft final report at May TF meeting																																								
23		**Task Force Meeting #9: May 14, 2009**																																				T				
	23.1	- Finalize draft strategies to address issues based on feedback																																								
	23.2	- Finalize report to Committee/Council																																								
	23.3	- Planning for 3rd public meeting (if required)																																								
	23.4	- Review consultant work program																																								
24		**Consultant carries out tasks and reports at next TF meeting**																																								
	24.1	- Consultant to present final report at next TF meeting																																								
	24.2	- Assist staff in finalizing public meeting information (if required)																																								
25		**3rd Public Meeting (if required): late May 2009**																																						P		
	25.1	- Confirm meeting logistics: location, attendance, format																																								
	25.2	- Prepare & place notices for City Board & website																																								
	25.3	- Prepare display boards & questionnaires																																								
26		**Consultant prepares responses to public comments (if required)**																																								
27		**Task Force Meeting #10: Jun 4 or 11, 2009 ***																																							T		
	27.1	- Final review of revised final report																																								
28		**Present Final Strategies to Committee/Council**																																								
	28.1	- Present to General Purposes Committee: Jun 22, 2009																																								
	28.2	- Present to Council: Jun 29, 2009																																								

T = Task Force Meeting
P = Public Meeting
= Consultant Duties (in liaison with City staff)
= Tasks led by City Staff

Note: If 3rd public meeting required, Task Force Meeting #10 is held one week earlier than usual (first Thursday rather than second Thursday of the month) in order to meet the staff report deadline.

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