



# Municipality of North Grenville - Business Retention and Expansion

Project Schedule (Work Plan)	Jan				Feb				Mar				Apr				May				June				July				Aug				Sept				Oct				Nov				Dec							
	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	2	3	4	1	2	3	4				
<b>Organization and Preparation</b>																																																				
Prepare building and business inventory. Market BR+E Program & Stakeholder Meeting to general public and potential TF Candidates - Letters to community and business leaders. Newspaper articles	☞	☞																																																		
BR+E Presentation to Council Jan 11th		11-Jan																																																		
BR+E meeting to prepare for Task Force recruitment and Stakeholders Meeting. Communications plan and revisions that may be necessary - Letter follow up Calls for Stakeholder Meeting		12-Jan	☞																																																	
Project Launch - Stakeholders Meeting/ Information session for Stakeholders and potential Task Force members				28-Jan																																																
BR+E Sub Committee to finalize Task Force and Sector Sampling - Media update advising Task Force Selection								26-Feb	☞																																											
Develop resource network																																																				
Businesses (randomly selected) first contact by BR+E Coordinator																																																				
<b>Recruitment &amp; Assembly</b>																																																				
TF members notified of approval by BR+E Coordinator																																																				
Community questions and volunteer visitor candidates submitted by Task Force, deadline Mar 12th											####																																									
BR+E LT to select final community questions, finalize survey																23-Mar																																				
<b>Training, Interviews and Red Flags</b>																																																				
Volunteer visitor training (alternate date provided). Volunteers/Business match ups completed												30-Mar																																								
Businesses sent letter advising matchup with interviewers with objection deadline of one week for any conflicts																																																				
Volunteers contact businesses to set up interviews																																																				
Interviews begin																				☞																																
Urgent business concerns follow up																																																				
<b>Data Analysis and Recommendations</b>																																																				
Data entry																																																				
Analysis preparation, Task Force Retreat . Facilitated session to identify actions and recommendations.																																																				
Draft action plan and check back to Eco. Dev Committee, Leadership Team and Volunteer Task Force with plan and survey to confirm agreement with priorities, things they would change, if they would stand on a committee and any final comments																																																				
Finalize Action Plan after final input from survey and draft final report and Implementation Strategy																																																				
Post final reports to website, media, all participants and advise public meeting at council Monday, November 22, 2010 to present and adopt the final report and Action Plan																																																				
Council meeting for public input and adoption by council																																																				
Implementation (Ongoing into 2011)																																																				

Public Consultations/ Meetings
  Work by Leadership Team (LT)
  Work by Coordinator
  Work by Task Force
  Work by Interviewers
  News Bulletin
  March Break