

Project Schedule as of December 15, 2023

TASKS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Phase 1 - Project Initiation</b>												
Project Kick Off Meeting #1		■										
Project Charter/Plan Review		■										
<b>Phase 2 - Data Gathering and Analysis</b>												
Environmental scan		■										
Confirm registration numbers		■										
<b>Phase 3 - Policy Development</b>												
Project Meeting #2 - Identify time & rental categories and user priorities			■									
Prepare allocation Methodology			■									
Project Meeting #3 - Ice allocation methodology				■								
Prepare Policy Document (MXC)				■	■							
<b>Phase 4 - Policy Approvals</b>												
Project Meeting #4 - Approval of Draft Policy					■							
Present draft plan to CSAC					■							
Prepare Staff Report						■						
Present to Council for approval/adoption							■					