

ONTARIO-MICHIGAN BORDER TRANSPORTATION PARTNERSHIP

MONTHLY PROGRESS REPORT #24

Period Ending March 31, 2004

1. Work Accomplished This Period (4 Weeks)

P/NF

- Final Report and supporting documents are complete.
- Draft P/NF Study Summary Report circulated for comments.

Air Quality

- Conducted meeting of the Air Quality Task Force via teleconference March 30.
- Revised the Preliminary Draft Air Quality Assessment Work Plan for circulation.
- This document is essentially “on hold” until the next stage.

Draft OEA TOR

- Carried out consultation activities related to release of draft TOR.
 - Attended and made presentations to councils of Windsor, Tecumseh and LaSalle on March 9; Essex on March 10; and Amherstburg on March 15.
 - Public Information Open Houses held March 22 in Windsor, March 23 in LaSalle, March 24 in Amherstburg, March 25 in Tecumseh, and March 27 again in Windsor.
 - Public and Private Sector Consultation Group meetings held March 10.
- Document made available for agency and public review.

Draft NEPA Purpose and Need Statement

- Revised and resubmitted draft Purpose and Need Statement to MDOT.

Consultation

- Continued monitoring of project hotline including the preparation of daily reports and weekly overviews.
- Continued updating and management of public comment computer database and binder including track web site comment forms and response letters.
- Arranged Transport Canada Tour regarding the Windsor Gateway Action Plan and Canadian Customs on March 17.

- Presentation made to representatives of the Consultant Team by the community group Border Gateways on March 31 in Toronto.

Communications

- Finalized Stage 2 messaging materials in preparation for the Public Information Open Houses, including the Government Notice, Study Update and Question and Answer documents.
- Newspaper display ads placed in the Windsor Star, Kingsville Reporter, Amherstburg Echo, Leamington Post, Essex Free Press, Le Rempart, LaSalle Post and LaSalle Silhouette the weeks of March 6-12 and March 20-26.
- Organized and facilitated a Media Session prior to the PIOH meetings.
- Update of media relations tracking chart.
- Ongoing review of weekly coverage report.
- Drafted Government Notice announcing extension of review period for comments on the Draft TOR document, for publication in study area papers in April.

Service Deliverables / Project Management

- Coordination of Project Team activities and internal progress teleconferences continued.
- Preparation of monthly Progress Reports and Invoicing.
- Partnership Steering Committee meeting held March 16.

2.

Work Proposed for Next Period

P/NF Summary Report

- Compile comments from Partnership and finalize Summary Report.

Air Quality

- Teleconference with the Air Quality Task Force (as required).

OEA Terms of Reference

- Record and respond to comments.
- Prepare final TOR for submission to MOE.

NEPA Purpose and Need

- Finalize Draft Purpose and Need Statement and submit to Partnership.
- Support consultation strategy for concurring agencies.

Consultation

- Continue to monitor project hotline.
- Continue to update and manage public comment computer database.
- Continue to update Consultation Group contact lists.
- Continue to prepare responses to comment sheets and web form submissions as received.

Communications

- Ongoing monitoring for project related coverage.
- Prepare materials in support of the next round of Public Information Open Houses (newspaper advertising and messaging material update).
- Finalize media relations planning and commence outreach in support of next Public Information Open House.

Additional Data Gathering

- The Partnership has agreed to have some additional secondary data collected on the Detroit River area to supplement that gathered under the P/NF Study. The Consultant Team will liaise with the Partnership Working Group as to the nature and extent of the data collection required; expected to have the data compiled by August 2004.

Service Deliverables / Project Management

- Progress reporting, updating of the Project Record and Issue Management as required.
- On-going coordination of the Consultant Project Team.
- Prepare for and attend Steering Committee meeting in Windsor, ON March 16.

3. Areas of Concern/Actions Required

None at this time.

4. Schedule Status

It is anticipated that the Final TOR will be submitted to the Ontario Minister of the Environment in May 2004.

In accordance with the recent (March 1, 2004) amendment, the contract completion date has been extended through September 30, 2004. The Consultant Team will strive to complete any remaining work activities well in advance of that date.

5. Budget Status

A total of \$ 141,927.77 CDN was expended this billing period. Additional hours/dollars have been expended, but invoices have not been received. The total budget invoiced to date is \$ 3,889,572.82 CDN, or 85% of the total budget. Please see **Table 2** for a breakdown of budget spent by project deliverable and interim deliverable.

A total of approximately 808 person hours were invoiced this billing period. To date, 84% of the total project person hours have been invoiced. Please see **Table 3** for a breakdown of hours by project deliverable and interim deliverable.

Overall, we expect to complete the project within the total budget. However, a reallocation of budget is required to address the most recent (March 1, 2004) amendment. Details of this reallocation will be included in the next progress report.

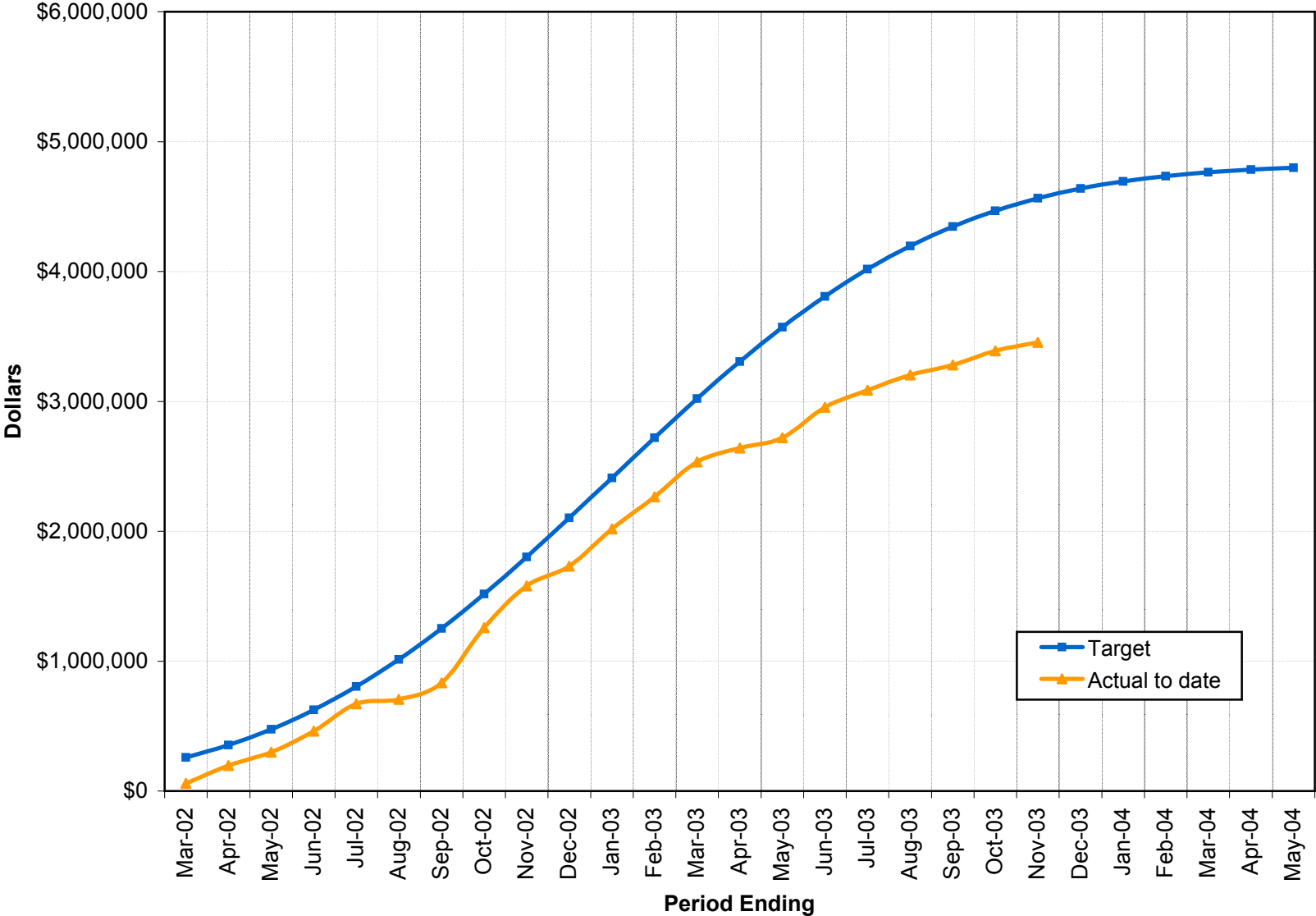
Please see **Table 4** for the project cumulative spending curve.



Table 4

Cumulative Spending Curve

CAN - US - ON - MI Transportation Partnership Planning / Need and Feasibility Study



Note: Spending curve reflects changes to project completion date as per Addendum to Contract Agreement