

ONTARIO-MICHIGAN BORDER TRANSPORTATION PARTNERSHIP Planning/Need and Feasibility Study

MONTHLY PROGRESS REPORT #24

Period Ending February 29, 2004

1. Work Accomplished This Period (4 Weeks)

P/NF

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

Air Quality

- Conducted meeting of the Air Quality Task Force via teleconference February 4. Revised the Preliminary Draft Air Quality Assessment Work Plan for circulation.

Draft OEA TOR

- Received MOE comments on draft document.
- Updated document in preparation for agency and public distribution in March.

Draft NEPA Purpose and Need Statement

- Draft Purpose and Need Statement distributed to the Partnership for comment.

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.
- Attended and participated in Bridgeway Detroit meeting February 2.

Communications

- Liaison with Consultant Team regarding PIOH #3 and messaging for the Partnership.
- Draft Stage 2 messaging materials prepared for Partnership review, including Government Notice, Study Update and Question and Answer documents.
- Update of media relations tracking chart.

- Identified and initiated contact with venues in preparation for PIOH #3 in March.
- Ongoing review of weekly coverage report.

Service Deliverables / Project Management

- Coordination of Project Team activities and internal progress teleconferences continued.
- Preparation of monthly Progress Reports and Invoicing.
- Steering Committee meeting held February 6 in Romulus.
- Project Team meeting held February 9 in Lansing.
- Met February 17 in Lansing with Partnership members to discuss purpose and need.
- Meeting with Transport Canada February 18 in Ottawa.
- Project Team teleconference conducted February 24.
- February 24 meeting in LaSalle and February 25 meetings in Windsor and Amherstburg regarding upcoming consultation activities and draft Detroit River International Crossing Environmental Assessment Terms of Reference.

2.

Work Proposed for Next Period

P/NF Summary Report

- Compile comments from Partnership and finalize.

Air Quality

- Distribute the working draft Air Quality Assessment Work Plan.
- Teleconference with the Air Quality Task Force as required.

OEA Terms of Reference

- Carry out consultation on draft TOR.
- Circulate document to agencies and public for review and comment.
- Compile comments and prepare responses.

NEPA Purpose and Need

- Finalize Draft Purpose and Need Statement.
- Establish appropriate 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.

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

Consultant Team has identified activities to maintain progress on the project during the summer of 2004. The Consultant Team is to submit a list for Partnership consideration.

4. Schedule Status

The project is proceeding on an accelerated schedule.

It is anticipated that the Final TOR will be submitted by the end of April 2004.

5. Budget Status

Based on invoicing received to date, a total of \$ 115,782.26 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 \$ 3,747,645.05 CDN, or 82% of the total budget. Please see **Table 2** for a breakdown of budget spent by project deliverable and interim deliverable.

A total of approximately 852 person hours were invoiced this billing period. To date, 80% 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 changes in scope. Details of this reallocation have been provided to the Partnership for consideration.

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

