
From: Ian Griffiths [/O=GOTRANSIT/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=IAN GRIFFITHS]
Sent: 8/27/2012 9:43:22 PM
Subject: Mt Dennis pressing comms issues

Hi Dina,

A couple of Mt. Dennis things need to be resolved very soon (in the next 2-3 days) to meet our project timeline. I would suggest a meeting but I can't find any availability in your schedule. I am away from Sept 1-15 so I'm trying to take care of as much as possible this week.

The urgent issues are:

- Need to confirm Workshop date for October 29-30 with Economic Development. (Mobility Hub / EA workshop would be on the 29th, Economic Development portion would be on the 30th)
- We need to resolve how contracting will work for Nicole Swehurn's work on anything related to the city's Economic Development workshop. Nicole Swehurn will contract through our Mobility Hub contract with Urban Strategies for Mobility Hub related work, and we are finalizing that budget this week. It is SPSP's desire that Nicole Swehurn not be contracted through Metrolinx for work for the Economic Development portion (day 2).
- Need to identify key communications resource who will replace Meghan. Ideally I can meet with this person this week before leaving for two weeks so that person can get started on advertising the public meeting and other tasks. We also have a kickoff meeting next week with Urban Strategies that it would be good for the assigned communications person to attend.

Please let me know if you are available to meet, or else please give me a call or let me know who I can work on these issues with this week. I am at a meeting all Tuesday morning, but I will be around all Tuesday afternoon as well as for much of the rest of the week to speak and/or meet. The sooner the better.

Thanks,

Ian Griffiths, AICP, LEED AP

Advisor

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From: Ian Griffiths
Sent: Wednesday, August 22, 2012 1:38 PM
To: Dina Graser; Meghan Brien
Cc: Trina Melatti
Subject: RE: Materials Needed

Thanks Meghan - I should note that I'll be away for two weeks, from Sept 1-15, so I'm very keen to get the comms plan in place this week and next week. In particular, confirming workshop dates with EcDev, and coordinating communications responsibilities with the TTC.

Dina - If you'd like to speak about it in greater detail this week or next, I'd be happy to set up a meeting.

Ian

Ian Griffiths, AICP, LEED AP

Advisor

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From: Dina Graser
Sent: Wednesday, August 22, 2012 12:58 PM
To: Meghan Brien
Cc: Ian Griffiths; Trina Melatti
Subject: RE: Materials Needed

Thanks Meghan, very helpful. Trina and I will discuss when we meet.

From: Meghan Brien
Sent: August 22, 2012 10:24 AM
To: Dina Graser
Cc: Ian Griffiths; Trina Melatti
Subject: RE: Materials Needed

Hi Dina,

Ian and I met yesterday to discuss the needs for the overall MHS communications and workshop prep in my absence. This will all be included in my project/task summary, but due to the level of support needed (and complexity of!) on this particular project, outlining it here for reference and to start the dialogue on roles/responsibilities.

Tasks are as follows:

- Lead/coordinate pre-briefings of councilors, if required
- Draft/send CLG meeting invite
- Review/comment, and coordinate comm's approval of, CLG materials
- Draft or review mailer to public (or existing ESC stakeholders?)
- Review/comment on all materials (small group questions, display panels and deck) for public workshop
- Review/comment/coordinate summary of CLG meeting and distribute
- Attend TAC
- Work with Erik to create a Mnt Dennis MHS page on the web, translate and post all materials
- Review/comment/coordinate responses to public input and summary of meeting (working with Nicole?)

Main outstanding question, that may affect the task list above, is considering the approach of combining the EA Amendment/MHS into one meeting, who will be leading drafting of the ad, booking the space, meeting summary, etc.- is this going through Jamie Robinson and the staff that are coming over from the TTC, or will the person taking on my role be leading this? What will be presented in the CLG meeting (will we try to stick to the MHS content, or since the public meeting will be for both EA/MHS, will we include those materials as well?)

Lastly, who should I identify as the contact for the CLG until someone takes my place? I'm thinking Ian in the interim (sorry Ian ☺)?

Lots of food for thought!

Thanks,

Meghan

From: Dina Graser
Sent: Tuesday, August 21, 2012 12:04 PM
To: Meghan Brien
Subject: RE: Materials Needed

Good idea. Trina and I are meeting to figure that out so in case we don't do so before you go can you please assemble the mailing list and we can have whoever takes over the do the mailing.

From: Meghan Brien
Sent: August 21, 2012 11:43 AM
To: Dina Graser
Subject: FW: Materials Needed

Hi,
I'm thinking I should send a note to the CLG (and individually to councilors/eas) to let them know I will be away, since I'm the designated point of contact. Good idea, and if so, who should I identify?
Meg

From: Meghan Brien
Sent: Tuesday, August 21, 2012 11:38 AM
To: Eric Barkman
Subject: RE: Materials Needed

Hi Eric,

You can find all that you need in the location below (not sure about the "letter"); should be pretty straight forward.

G:\Strategy and Communications\PROJECTS & PLANNING\MB Projects\Mount Dennis MHS

Feel free to call me if you need some direction, or, I can come by after our 1pm meeting to help.
Meghan

From: Eric Barkman
Sent: Tuesday, August 21, 2012 9:43 AM
To: Meghan Brien
Subject: Materials Needed

Hi Meghan,

Can you send me the material from the first workshop for the Mount Dennis Mobility Hub? And the community liaison group list?

Dina also mentioned that you drafted a letter, could I get that as well?

This is for Jamie Robinson's intro binder.

Thanks,

Eric Barkman
Admin. Assistant
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