

Report to Council

Report Title:	Project Management Committee Terms of Reference		
Prepared By:	Sarah Johnson, Deputy Clerk, Trish Serratore, Acting Director of Community Services and Sonya Watson, Chief Administrative Officer		
Department:	Parks and Recreation		
Date:	September 26, 2023		
Report Number:	REC2023-30	File Number:	C11REC, C08
Attachments:	Draft Project Management Committee Terms of Reference		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number REC2023-30 – Project Management Committee Terms of Reference, prepared by Sarah Johnson, Deputy Clerk, Trish Serratore, Acting Director of Community Services and Sonya Watson, Chief Administrative Officer, and in doing so approves a By-Law coming forward to adopt the Terms of Reference for the Project Management Committee.

Report:

Background:

In 2020, Staff underwent a review of all Brockton's Committee and Local/Boards, bringing forward a number of reports including various general recommendations for all Committees/Boards, and specific recommendations for each Committee/Board.

On December 8, 2020 Council formally adopted the recommendations from the Review as per Resolution 20-27-20, including the recommendation to create a separate Project Management Committee to assist with planning for new facilities for the Municipality.

On June 20, 2023 Council passed Resolution 23-14-03 requesting that the Project Management Committee Terms of Reference be brought forward for adoption by By-Law and that the membership be established in order to convene a meeting. As well, the motion included that a fundraising campaign be initiated for a new municipal arena.

Analysis:

The Project Management Committee acts in an advisory capacity to assist with project planning for new facilities within the Municipality of Brockton.

The Director of Community Services and Clerk’s Department reviewed the former Terms of Reference and mandate of the Project Management Term for the former Municipal Complex, and soccer fields, and created a new Terms of Reference for the Project Management Committee to reflect Council’s decision to reinstate the Committee, and ensure the Terms of Reference are consistent in format.

Staff developed a draft Terms of Reference for the Project Management Committee which has been attached to this report for Council’s information.

The Brockton Parks and Recreation Committee reviewed the draft Terms of Reference in summer 2021, and again on September 21, 2023 with no concerns.

The Terms of Reference include the Committee’s mandate, structure, term, administrative process, and financial considerations. The Committee is proposed to consist of seven (7) voting members appointed by By-law, and shall be Brockton residents over the age of 18. One (1) member of Council may be appointed to the Committee in a voting capacity. Up to six (6) members of the public may be appointed to the Committee with knowledge in long-term planning and asset management of Municipal facilities.

The Chief Administrative Officer and/or the Director of Community Services shall attend all Committee meetings and act as staff resource on the Committee in a non-voting capacity. The CAO and/or Director of Community Services shall be the lead person(s) on the committee providing Committee members with information/concerns on long-term planning for municipal facilities.

A member of the Finance Department will act as a liaison between the Project Management Committee and the Fundraising Committee for the new Walkerton Community Centre/Arena.

The Project Management Committee will provide input into asset management of Municipal facilities, including studies, or agreements entered into by the Municipality. The Committee will also annually review the goals and strategies of the Municipality’s municipal facilities, including Asset Management Plans, and to provide advice and guidance to the CAO and/or Director of Community Services on matters pertaining to the maintenance of existing municipal facilities and the development of new municipal facilities.

Staff recommend that Council approve the revised Terms of Reference for the Project Management Committee.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?		
• Recommendations help move the Municipality closer to its Vision		Yes
• Recommendations contribute to achieving Heritage, Culture, and Community		Yes
• Recommendations contribute to achieving Quality of Life		Yes
• Recommendations contribute to achieving Land Use Planning and the Natural Environment		Yes
• Recommendations contribute to achieving Economic Development		Yes
• Recommendations contribute to achieving Municipal Governance		Yes

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective?
N/A

Respectfully Submitted by:



Sarah Johnson, Deputy Clerk



Trish Serratore, Acting Director of Community Services



Sonya Watson, Chief Administrative Officer