owen sound
where you want to live

Project Charter

1.0 Project Identification

Name of Project

3b5

Build a business case that can be shared with the Province to review critical funding needs for Court Security and OMPF and the Assessment Review Board

Sponsor
(Accountable) Kate Allan, Director of Corporate Services

Project Lead
(Responsible) Pamela Coulter, Director of Community Services

Project Team Members (Responsible or Consult)

Kate Allan

Pam Coulter

Crystal Moffat

Craig Ambrose (Consult)

Approved Budget

No specific budget

2.0 Business Need

3b5

Build a business case that can be shared with the Province to review critical funding needs for Court Security and OMPF and the Assessment Review Board

Q1 2024

3.0 Project Objectives (Purpose)

The City is the host of the Provincial Court which serves a regional population. The Owen Sound Police Services provides the security of the building. The City pays for court security with a transfer from the province that does not cover the cost of delivering this service. The courthouse is used by a regional population. The City would like to reduce the gap in funding for providing this mandatory service used by the regional population.

The City has been impacted by re-assessments at the Assessment Review Board. These reassessments have a significant impact on the tax based revenue collected by the City. The City would like to reduce its losses due to re-assessment.

4.0 Project Scope

Court security
Legislative context
Court security requirements – set by court and OSPS
5 year and Current costs
Provincial funding
Gap in funding
Usage –
Opportunities to obtain funding
Provincial
County – Grey – and Bruce?
Government relations

Reassessment
Reassessments in last five years
Impact on city revenue
WHY – what goes into these decisions
Is there a role for the city in the hearings or how are city interests represented?

5.0 Stakeholders

Name	Consult or Inform
Court security –	
Service Review working group	
Craig Ambrose	
Court security working group??	
AMO	
Council	
Kate Allan	

Revision: July 22, 2021

Reassessment	
Service Review working group	
MPAC – local office	

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates

7.0 Risks

Severity	Description	Mitigation Tactic
(indicate severity of High or Medium or Low)	*(identify any potential risks to the project)*	*(identify what you are going to do to prevent that risk from occurring or make the impact not as bad if it does happen)*
Medium	Lack of staff buy-in on why important	Education focused on the "why" to be developed and rolled out to all impacted staff

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

1. All work plans presented to committees of Council
2. Business Plan published resulting in increased knowledge of corporate initiatives/projects for staff and the public

The project's key results for success should tie back to the Service Review Outcomes which are:

- *Efficiency savings*
- *Dollar savings*
- *Employee impact*