



Project Charter – 3.3 Community Well-being initiatives

Function: Community Services

Project Team

Project Manager: Manager of Legislative Services

Project Coordinator: Committee and Well-being Coordinator

Summary

This project was originally proposed as the creation of a Youth Space, based on one of the action items in the Community Safety and Well-being Plan. Following Council discussion, it was widened to include implementation of all the action items within the Plan.

Deliverables and Objectives

- Continued implementation of the Municipality's [Community Safety and Well-being Plan](#), through the completion of the action items defined in the plan.

Benefits

- Improving the day-to-day lives of local residents.
- Develop a municipal focus on the needs of the community in the widest sense.
- Mitigation of crime and poverty impacts on the community.
- Long term decline in crime and poverty rates due to up-stream impacts of well-being initiatives.

Scope Description

- Implement the action items defined in the Municipality's Well-being Plan, under each of the following headings:
 - Foundations of Well-being
 - Mental Health & Addictions
 - Poverty and Income

- Crime Prevention
- Supports and Programs for Youth
- Supports and Programs for Seniors

Out of Scope

- Development of future Well-being Plans (post-2025)
- Funding of social and community groups, except in partnership to fulfill a specific Plan goal.

Process/Schedule

The project schedule will be guided by the timelines identified in the Well-being Plan for each of the priority areas of focus. Specific action items may occur out of sequence due to availability of resources or changing circumstances.

Risks

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
Funding limitations	Medium	High Reduced funding will prevent larger scale action items from being undertaken	Annual budgeting for Well-being initiatives, applications for appropriate grant funding, reporting to Council on the use of funding.
Lack of buy-in from partner organizations	Medium	Medium Several action items require participation from other organizations	Continued regular contact with partner agencies. Medium term planning to allow for external budgeting

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
		in order to be successful	
Space constraints	High	High Two primary action items – to create community spaces for both seniors and youth – rely on availability of space.	Participation in long-term facility planning, consideration of adaptable uses of existing space

Budget / Resources

The annual tax-supported budget includes \$100,000 annually, of which a diminishing portion is funded through reserves each year. This was the approved funding strategy at the time the Plan was adopted.

Of these funds, approximately half pays for staff resources, with the remainder allocated to action items.

This project will include 50% of one staff member, the Committee & Well-being Coordinator, supported by staff from other areas, principally the Legislative Services, Parks & Recreation and Cultural Services divisions, along with the Meaford Public Library. Partner organizations and volunteers will have input and take action on specific action items.

Charter Adoption

Date: _____

CAO: _____

Project Manager: _____

Appendix 1 – Project Governance (RASCI) Responsibility Assignment Matrix

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Director of Community Services	X					
Manager of Legislative Services		X				
Committee & Well-being Coordinator		X				
Parks & Recreation Division			X			
Cultural Services Division			X			

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Other municipal staff			X			
Senior Management Team				X		
Council				X		

Responsible – The project owner. There can be multiple people responsible for a task.

Accountable – This person has final control over a project task and the resources associated with it. They will generally assign and delegate project work responsibilities. Generally, only one person is accountable for a project, but this project involves multiple action items, which will be led by more than one individual.

Supportive – Supportive people are able to provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.

Consulted – Those who are Consulted are there to help the Responsible person finish tasks with success. These people can be consultants in their respective field that bring valuable subject matter expertise to the project.

Informed – These are people who need to be kept in the loop during the project life-cycle. Due to their status as a project stakeholder or the fact they will be impacted by the project, they will need to be informed about progress, at all stages, up-to and including project completion.