



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-329-Infrastructure and Municipal Works  
Prepared By: Jennifer Marjerrison, Project and Asset Management Supervisor  
Meeting Date: August 10, 2020  
Subject: Municipal Works Yard Redevelopment Project – Quarterly Report

**Purpose**

To provide Council with an update on the current status and progress of the Municipal Works Yard Redevelopment Project.

**Recommendation**

That Council receive Report 2020-329-Infrastructure and Municipal Works

**Financial Implications**

The attached Project Status Report for the Municipal Works Redevelopment Project outlines the budget approved to-date, expenditures incurred to-date, and projected costs for the multi-year plan to redevelop the Municipal Works Yard.

**Strategic Priority Implications**

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

## **Background / Discussion**

At its meeting of May 11, 2020, Council approved a Motion to adopt a formal project management reporting plan for the Municipal Works Yard Redevelopment Project, as per the recommendation from MNP LLP and the Audit Committee.

The key recommendations from MNP LLP and the Audit Committee were as follows:

- The Project Status should be reported to Council on a quarterly basis (monthly by exception) in a dashboard format with attachments including a Change Register, Risk Register, Schedule, and Notes to explain variances in costs or schedule.
- A formal Project Management Plan (PMP) should be adopted and implemented to support the project. The PMP should include the following elements:
  - The identification and documentation of project risks, including mitigation strategies and the progress against those mitigations.
  - Decomposition of the current project into a high-level work breakdown structure in order to provide greater visibility into the tasks required to be conducted, the dependencies and the critical path.
  - Project change process for scope, schedule or cost changes (+/- 10% of annual spend or greater than \$50,000) including documentation and approval within a governance structure.

Please see the recommended Project Status report for the MW Yard Redevelopment Project (at June 30, 2020) attached to this report.

The MW Yard Redevelopment Project continues to move forward as planned and indicated in the project schedule; in addition, there have been no major project changes within the current reporting period.

Document Title:	Municipal Works Yard Redevelopment Project - Quarterly Report .docx
Attachments:	- MW Redevelopment Project Status Report (Q2 2020) (1).xlsx
Final Approval Date:	Aug 5, 2020

This report and all of its attachments were approved and signed as outlined below:

**Michael Fawthrop - Aug 4, 2020 - 2:41 PM**

**Bill de Wit - Aug 4, 2020 - 3:50 PM**

**Tracey Bailey - Aug 4, 2020 - 4:15 PM**

**Maureen Adams - Aug 5, 2020 - 7:50 AM**