

Report

To: The Chair and Members of the Campbellford Bridge Steering Committee

From: Stephen Fournier, Project manager

Date: April 1, 2010

Revised: June 4, 2010

Subject: Project Manager Role

Summary of Project Management Roles:

- Serves with the Chair as a media contact and prepares press releases as directed by the committee;
- Provides in conjunction with the Secretary administrative and logistical support including the preparation, pre-circulation and distribution of meeting agendas and all supporting documentation;
- Contact and liaises with all affected local community groups, local and county staff members, and provincial and federal agencies;
- Ensures the project is open, transparent and accessible by the public;
- Prepares monthly (or bi- monthly or quarterly) summary/activity reports, and presents same as required to the councils of Northumberland County and the Municipality of Trent Hills;
- The Project Manager will provide activity reports at each committee meeting;
- Responds to inquiries, or directs same to the appropriate committee member in a timely manner;
- The Project Manager will inform the Chair of any responses to inquiries and send a copy to all Committee members in an effort to keep the Committee informed;
- Acts as a non- voting member and provides professional advice on administrative, legislative processes and planning matters in order to support the committee in fulfilling its mandate; and
- Performs other duties that may be assigned from time to time by the committee.

Respectfully submitted,

Stephen Fournier,
Project Manager
Campbellford Bridge Steering Committee