



## **Parks Master Plan Steering Committee Terms of Reference**

### **Purpose:**

The purpose of this Steering Committee is to:

- work with City staff to develop a Parks Master Plan and planning process.
- provide information on the Parks Master Plan and planning process to members of the community and provide feedback from the community to other members of the steering committee and City staff.
- work with staff to ensure the process is inclusive, open and reaches a broad cross section of the community.
- participate in the Parks Master Plan Planning Process

### **Scope of Parks Master Plan:**

Develop a Parks Master Plan for the City owned / leased / operated parks in the City of Victoria which includes:

- an inventory of parks and facilities within them
- an analysis of how our parks are used
- an analysis of deficiencies and challenges in the parks system
- goals for improving the parks system
- strategies for achieving the goals
- management practices

The Plan may also address:

- future park acquisition
- public use of lands that are not owned/ leased / operated by the City (e.g. schools, institutional lands.)

### **Steering Committee Selection, Representation and Size:**

- Council will appoint up to 8 individuals to a Steering Committee\*.
- An ad will be placed in the newspaper seeking applications.
- Selection criteria will include:
  - willingness and ability to commit to the proposed meeting schedule
  - interest in the future of the City and Parks Planning
  - skills and experience related to the purpose of the steering committee
  - ability to work toward consensus with people who hold different views
  - a diverse range of interests/skill sets related to parks (E.g. someone who is a member of the Garry oak preservation society, has kids who play soccer and likes to jog through local parks.)
- Council will seek to create a balance by appointing a mix of people with a broad range of skills and interests\*:
  - from different parts of the City with good connections to a variety of communities
  - with various ages, genders, and other characteristics
  - with a variety of perspectives on urban, recreational and environmental aspects of parks planning and development
  - representing different parks user groups

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- Other interests which Council may also choose to have represented on the Steering Committee include\*:
  - business/tourism
  - heritage
  - environmental preservation
  - greenways
  - school system

[\* Given committee size constraints, other methods of engaging a broad cross section of the community and special interest groups into the planning process will be used. Some methods which may be employed are visiting schools, random mailed surveys, setting up consultation booths around the City, posting information and questionnaires on the City's website, e-mail lists to distribute information and gather input, public workshops and inviting special interest groups to participate as needed. Additionally, Steering Committee meetings will be open to the public to listen to the discussion.]

- Council may identify people among those not selected to be considered should any position become vacant.
- The Councilor Liaison will be Councilor Pamela Madoff.
- The Parks and Recreation Advisory Committee and the Environment and Shoreline Advisory Committee will each appoint one member.

**Responsibilities of Members:**

- To attend and participate in meetings of the Steering Committee, meetings held jointly with City Staff and in Parks Master Plan workshops and events.
- Share experiences and ideas while maintaining an open mind to others' perspectives.
- To report back to the community on matters before the Steering Committee and City Staff.
- Ability to dedicate approximately 6 hours per month to the work of the Steering Committee.

**Staff Functions:**

- The appropriate staff are to attend Steering Committee meetings.
- An interdisciplinary staff team will be formed to provide advice as needed and to review progress/key directions at regular intervals.
- When needed, provide minutes and agendas for Steering Committee meetings.
- Represent the Parks / Planning Departments.
- Facilitate meetings.

**Committee Operations:**

- A quorum is defined as half of the members.
- To meet as set out in the meeting schedule below.
- To operate the meetings on a consensus basis, but when votes are necessary, motions will be tabled and votes held. A majority vote carries the motion.

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**Steering Committee Meeting Schedule:**

Steering Committee Meetings will take place on Tuesday evenings, from 7:00 – 9:30. Meetings will generally take place on the first and third Tuesdays of the month. At times it may be necessary to have additional or longer meetings.

**Project / Process Timeline:**

The following timeline is not meant to be “etched in stone.” It is meant to be an outline, with the details determined in consultation with the Parks Master Plan Steering Committee taking into consideration input provided by the community and the issues/topics of discussion that arise throughout the process.

Sept. 2006	<b>Seek Council approval for Steering Committee Terms of Reference</b>
Oct. 2006	<b>Advertise Parks Master Plan Steering Committee positions are available.</b>
Oct. 2006	<b>Council selects Steering Committee Members</b>
Nov. 2006	<b>Steering Committee Meetings begin according to a preset schedule.</b> <ul style="list-style-type: none"><li>• have an all day field trip (probably a Saturday) to visit parks</li><li>• design / plan / organize large scale City-wide planning event that looks at the parks systems as a whole</li><li>• design / plan / organize ongoing planning and consultation process</li></ul>
Early Jan. 2007	<b>Large Scale City-Wide Event</b>
Jan. - May 2007	<b>Staff, Steering Committee and volunteers begin more focused consultation at the community level.</b> This builds on information gathered at large scale event.
Jan. – May 2007	<b>Steering Committee Meetings</b> <ul style="list-style-type: none"><li>• Staff Committee begins work of:<ul style="list-style-type: none"><li>- analyzing/compiling information from large scale event, survey and community consultation</li><li>- writing key directions / components of plan</li><li>- creating maps and graphics for draft plan</li></ul></li><li>• Plan for public event to review key directions / components</li></ul>
Late May 2007	<b>Report to Council</b> outlining work to date, public involvement, key directions and components of Draft Plan.
June 2007	<b>Public Event</b> to review work to date / key directions and components.
July / Aug. 2007	<b>Staff revises plan</b>
Sept. / Oct. 2007	<b>Steering Committee Meetings</b> <ul style="list-style-type: none"><li>• Committee reviews next draft and provides feedback</li><li>• Staff revises where appropriate</li></ul>
November 2007	<b>Report to Council</b> outlining draft plan and public consultation
December 2007	<b>Public Hearing</b> to consider adopting plan