

# **Powell River Regional District – Regional District Parks & Greenspace Plan**

## **Project Advisory Committee: Draft Terms of Reference**

### Introduction

In support of the creation of a Regional District Parks and Greenspace plan, a Project Advisory Committee will be established. These terms of reference will support the formation of the Project Advisory Committee and its operation throughout this project.

### Objectives and Scope:

The key objective of the committee is to ensure region-wide representation towards the development of the Regional Parks & Greenspace Plan. The committee will assist the project team to identify the vision for the future regional district parks system, co-create realistic direction for the Plan, and provide local knowledge.

### Frequency of Meetings and Time Commitment:

A series of four 2-3 hour meetings are planned over the course of the project, between November 2009 and June 2010. Committee member tasks include:

- Meeting attendance
- Reviewing plan drafts and final plan
- Providing input on planning process
- Attendance at one or more public open houses (based on geographical location)

Given the size of the Regional District and travel distances required, committee members will be able to join these meetings via conference call if necessary. Where possible, scheduled meetings may be in the form of email correspondence for purposes of material review.

An agenda and items for review will be sent to committee members up to one week prior to each meeting in order to make the most efficient use of time within the meeting itself.

### Process Management:

A chair for the committee will be selected at the first meeting. A member of the consulting team will be responsible for note-taking and record-keeping during the meeting as well as compiling materials following the meetings.

### Outcome:

The committee will provide their insight and advice for the creation of a regional parks plan that has region-wide support.

### Overview of Meetings:

#### **Meeting #1 (November 2009)**

Objectives are to:

- Gather additional information on current park services and facilities, ongoing plans and need for improvements;
- Review and gain staff and local perspective on the role of regional district parks;
- Discuss a vision for the future park system; and,
- Review the public input process and materials for the stakeholder interviews, public sessions and the public survey.

**Meeting #2 (Winter 2010)**

Objectives are to:

- Review outcomes of the first public information session;
- Review feedback from community organizations and agencies;
- Discuss the implications of public input for park plan direction, priorities and options;
- Discuss the proposed format and table of contents for the Draft Plan;
- Review current mapping; and
- Establish directions for the development of a draft Regional District Parks & Greenspace Plan.

**Meeting #3 (Spring 2010)**

Objectives are to:

- Review and comment on the first draft of the Plan and supporting capital planning focusing on overall directions and options; and
- Define question to be asked during stakeholder consultations and second public information session.

**Meeting #4 (Spring 2010)**

Objectives are to:

- Review and comment on final plan and draft Board presentation