

Stakeholder Working Group Terms of Reference

Project Definition and Objectives

Through facilitated public engagement exercises, develop a guiding vision for the park. This will help define what the community would like to see for the park and the reasons why. From there, it will be determined what type of plan is required for the park. Staff will then work with the Stakeholder Working Group to complete that plan.

Mandate

The mandate of the Stakeholder Working Group is to:

- Assist in the development of the vision for Cedar Hill Park
- Assist in determining and developing what would be the most appropriate plan for the park with a particular focus on the following:
 - Natural areas
 - Bowker Creek Tributary (Reach 17)
 - Open Park Space (ball fields, hill below McRae House, and overflow parking lot)
 - Infrastructure Improvements (e.g. parking lots at both North and South ends of the park, pond clean-up, and the Chip Trail)
- Play an important role in ensuring the community is effectively engaged regarding the two items above and that a variety of perspectives are represented.

The group will be established for the duration of the project (approximately 14 months), and will meet approximately 5-6 times.

Group Structure

Proposed is an 11 person Stakeholder Working Group with the following representation:

One representative from:

- Quadra Cedar Hill Community Association – Peter Haddon
- Camosun Community Association – Karen Harper
- Mt. Tolmie Community Association – Val Brewer
- Friends of Cedar Hill Park Society – Barbara Latham
- Cedar Hill Golf Club – Val Mieras
- CRD Division of Harbours and Watersheds – Jody Watson

Four Saanich Staff from Parks & Recreation:

- Manager of Parks Planning and Development (Project Sponsor) – Gary Darrah
- Parks Planner + Designer (Project Coordinator) – Julie Lommerse

- Manager of Cedar Hill Campus (Recreation Centre and Golf Course) – Carole Ireland
- Supervisor of Urban Forestry and Natural Areas – Andrew Burger

One Facilitator:

- Project Facilitator (Consultant) – Evan Peterson, Barefoot Planning

Roles and Responsibilities

The membership of the Stakeholder Working Group will commit to:

- Attend Stakeholder Working Group meetings, respecting start and finish times;
- Participate collaboratively by sharing all communications and information;
- Make timely decisions and take action so as to not hold up the project;
- Assist in the development and implementation of the public engagement plan;
- Notify members of the Stakeholder Working Group, as soon as practical, if any matter arises which may be deemed to affect the development of the project;
- Aid in developing the vision and any plans for the project;
- Review and interpret public engagement feedback and research;
- Attend public engagement sessions, when requested, to listen and gather information from the public;
- Communicate with openness and equity;
- Promote public participation opportunities within the community;
- Be open to a variety of ideas and views;
- Agree to 'park' items that are out-of-scope (parked items will be documented and forwarded to departments and programs responsible for the items documented); and,
- Take responsibility for the success of the meetings and the project.

Members of the Stakeholder Working Group will expect to be:

- Active participants in an open learning environment;
- Valued as a Stakeholder Working Group member by other Group members;
- Respected and appreciated by Group members;
- Given reasonable time to provide input to key decisions;
- Provided with complete, accurate, and meaningful information in a timely manner;
- Respectful of the decisions of the Group and recognize draft/background information may contain sensitive information and refrain from discussing this information outside of the meetings until deemed appropriate for sharing.

Meetings

- Advisory Group members shall serve for the duration of the project (approximately 14 months). Should a member not be able to fulfill this obligation, their position may be filled according to the same selection criteria as original members.
- Meeting dates and details will be discussed at the first meeting.
- Meeting frequency will vary through the course of the project to meet timeline constraints and key milestones.
- The Project Facilitator will chair the meetings. Others (invited municipal staff, consultants, or members of the public) may attend, as appropriate to the subject matter being discussed.

Communicating with the Media

Communication with the media and other parties are to go through the Parks Manager – Eva Riccius or designate.