

Terms of Reference
Steering Committee for the Design of a Park in the
Kenmount Terrace Area



ST. JOHN'S

Kenmount Terrace Community Park Development Steering Committee Terms of Reference

Purpose of Steering Committee

- To provide guidance to the consultant (Trace) in preparation of the Kenmount Terrace Community Park concept plan
- To guide and support the public engagement process throughout the development of the plan
- To present the plan to Council for their approval.

Steering Committee Composition

Internal

1. Parks and Open Spaces Division, Public Works (project lead and project coordination)
2. Community Services – Recreation and Arts
3. Planning, Development and Engineering
4. Office of Strategy and Engagement
5. Ward Councillor, Ward 4

External

Four to six community representatives to include a mix of the following:

- Various ages (youth, older adults, families)
- Residents of the Kenmount Terrace/Thorburn Rd area
- Members of the public with an interest/expertise in parks and open spaces as well as recreation. (Sport background not required, an outdoor type person/trail walker)

Support

The Steering Committee will be supported by the Department of Public Works.

Role of community representatives

Community representatives will provide a conduit to the community – to bring information about the project to their own networks as well as to bring information/perspectives to the project team. Community representatives would be required to attend public information sessions as well as other public engagement activities and to attend and fully participate in meetings of the full Steering Committee.

Frequency of meetings

Meetings will take place for the duration of the concept design phase of the project (expected to conclude in early summer, 2015). Once the concept is approved by Council, the committee will be dissolved and the construction phase will be managed by City staff.

Meetings will take place on an as-needed basis and will be called by the Project Lead. Meetings will take place at such times as to encourage participation, i.e. breakfast meetings, lunch time, evening or weekends, via teleconference where possible. It is expected there would be four to six meetings.

Confidentiality

Members are expected to be open and candid in discussing items as a Steering Committee. For this reason, it is important to maintain confidentiality. Members must respect the privacy of other members and agree not to disclose information or views expressed by individuals during meetings. Information and deliberations should remain confidential until there is general agreement and consensus by the Committee to make them public. Communication on behalf of the Committee to the media or other outside parties should be through the appropriate City representatives and only upon the consensus and agreement of the Committee.