

ATTACHMENT A

Project Charter: Parks, Recreation, Arts & Culture Master Plan Update

Overview

- **Project Name:** Parks, Recreation & Culture Master Plan Update
- **Project Sponsors:** Mike Younie
- **Project Manager:** Louis Dauphin
- **Project Start Date & End Date:** July 1, 2023 – March 31, 2024

Details

Project Description	<p>The Master Plan Update will include the following activities:</p> <ul style="list-style-type: none">• Review 2018 and 2009 PRC Master Plan• Stakeholder engagement• Revise community needs assessment• Coordinate Master Plan update with OCP revisions• Revise PRC Department goals and objectives• Present updated Master Plan
Project Purpose	<p>Since the completion, adoption, and implementation of the current Master Plan, there have been significant accomplishments and developments within the department and City which have presented both new challenges and opportunities which warrant a revision or update of the Master Plan.</p> <p>This Master Plan update is required to ensure all goals and the table of recommendations (in the current Master Plan) reflect the current state of the department, City, and Council's Strategic Plan.</p> <p>Building Foundations: City of Mission Strategic Plan 2022-2026 Strategic Focus Area #2: Parks and Recreation Facilities</p> <p>Goal: The City of Mission will increase citizen satisfaction ratings for parks and recreation facilities by 20%.</p> <p>How we will do this:</p> <ul style="list-style-type: none">• Invest in an 'Activity Hub' for the Centennial Park/Leisure Centre Complex/Mission Senior and Secondary area of the City as a centre of social, recreational, and cultural activity for all Mission residents.

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	<ul style="list-style-type: none"> • Ensure co-planning with the School District and the Province to identify potential partnering opportunities for expanded recreation opportunities at the Mission Secondary School site. • Developing Outdoor/Experiential Education and Recreation programming for the Mission Municipal Forest areas of the City. • Continue to find efficiencies with service delivery with the Parks, Recreation and Culture department to increase user access. • Update the Parks, Recreation, Arts & Culture Master Plan with specific management plans for Fraser River Heritage Park in partnership with the Leq'á:mel, Máthexwi and Semá:th Society. <p>PRC will work with a qualified vendor to develop an updated Master Plan that will be informed by community input, stakeholder engagement, and industry best practices.</p>
Project Goals & Outcomes	<p>Upon completion of this project, the updated Parks, Recreation, Arts & Culture Master Plan will have updated goals, based on revised recommendations including, but not limited to:</p> <ul style="list-style-type: none"> • Parks & Facilities improvements • Trail development • Arts & Culture • Recreation Programming & Services
Project Scope	<ul style="list-style-type: none"> • Updates to Stakeholder Engagement • Updating Table of Recommendations • Updates to City of Mission OCP • Community & Department Needs Assessment • Updated Parkland Acquisition Guidelines • Updated Trail Standards • Updated CPTED Overview
Project Benefits	<p>The updated Master Plan will provide clearer direction in the creation, planning and delivery of programs and services offered through the PRC Department and meeting Council's Strategic Goals for 2022-2026.</p>
Stakeholders	<p>Residents Council PRC Staff Planning – Development Services</p>

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	PRC User groups Arts & Culture groups Parks & Recreation Advisory Committee Cultural Resources Commission School District 75 Builders and developers Community organizations Local First Nations	
Communications Approach	Regular progress updates will be provided through Council Reports, Department Head meetings, and stakeholder engagement (led by PRC and Communications through surveys, public information sessions, pop-up events, etc.). PRC will collaborate with Communications on appropriate messaging.	
Constraints/Risks	<ul style="list-style-type: none"> • The most significant risk to staff is the additional burden on work load and managing stakeholder feedback/response. • Scope creep (this is an update and not a complete revision) • Consultant delays • Budget limitations 	
Assumptions	N/A	
Project Budget	\$66,200 from PR&C Master Plan Implementation Budget	
Project Team	Name	Role
	Louis Dauphin, Director, PRC	-Project oversight and guidance
	Jason Horton, Manager, Parks & Facilities	-Parks & Facilities Lead
	Mark Haney, Manager, Arts & Culture	-Arts & Culture Lead
	George Davidson, Theatre Ops Manager	-Arts & Culture, Community engagement support
	Mike Dickinson, Manager of Long Range Planning & Special Projects	-Coordination with OCP
Project Milestones	Date	Process
	Summer 2023	RFP process Research

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		Department Orientation/Engagement Council update Needs Assessment/Analysis Stakeholder engagement
	Summer/Fall 2023	Stakeholder engagement Analysis Draft Recommendations and Engagement Council update
	Fall/Winter 2023	Final Review Council update
	Spring 2024	Final Report