



ROCKY VIEW COUNTY

Springbank Stakeholder Engagement Framework

Terms of Reference

Project Background

- 1 The approved 2021 Recreation and Parks Master Plan (RPMP) includes a list of capital priorities for recreation facilities in Rocky View County and within the timeframe of short- to mid-term priority (1 to 10 years) is the Springbank Community Centre. The Recreation Needs Assessment study (2020) identifies the need for additional programmable space as a short-term priority in the SW area of the County. Since the decommissioning of the community hall in 2015, new program and meeting spaces are needed within the community and surrounding areas to compensate for the loss of the building.
- 2 The County, through the recommendations of the RPMP, will lead and support the planning and development of County-wide public recreation projects and initiatives to achieve benefits for all residents and stakeholders.
- 3 Within the process, the formation of a Stakeholder Advisory Group, to provide input into the facility development project, is critical. The Springbank Advisory Group is being established to advise on the development of the proposed Springbank community centre.



Scope of work

- 4 The Springbank Stakeholder Advisory Group will be established to provide input to the Project Team (which involves Rocky View County Administration and HarGroup Consultants) on matters relating to the planning and building of a community centre in south Springbank.
- 5 The Advisory Group will meet 3 to 4 times throughout the duration of the Facility Development Assessment phase.



Mandate

- 6 The Stakeholder Advisory Group will provide advice and input to be considered by the Project Team in the following areas:
 - (1) Ensure that the community has a voice throughout the Facility Development Process.
 - (2) Provide advice and input into the recreation amenities and spaces that could be beneficial for the new facility.
 - (3) Provide local knowledge of desires in the community.
 - (4) Collaborate with other members of the community to ensure that all voices of the Rocky View residents are heard.



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Membership

- 7 The Stakeholder Advisory Group consists of the following:
- (1) The Rocky View County Councillor representing the division where the project is located, where possible;
 - (2) The Rocky View Schools Trustee representing the division where the project is located, where possible;
 - (3) An administrative representative from Rocky View Schools;
 - (4) A representative from rural community support through Cochrane FCSS;
 - (5) A representative from the Springbank Community Association;
 - (6) A representative from the Springbank Heritage Club;
 - (7) A representative from the Springbank Park for All Seasons;



Agendas and Meetings

- 8 Rocky View County Administration will coordinate agendas as required.
- 9 The Stakeholder Advisory Group is intended to meet at predetermined dates during the duration of the project.
- 10 The number of meetings as well as the approximate dates and the locations of the meetings will be established by the Project Team before the Committee's first meeting.
- 11 The Project team will provide regular updates to the Stakeholder Advisory Group throughout the duration of the project, when required.
- 12 The information shared with the Stakeholder Advisory Group during meetings and discussions shall be kept in confidence and shall not be shared unless otherwise stated.
- 13 The Stakeholder Advisory Group will dissolve upon completion of the Springbank Community Facility Development Assessment project.

Signatures
