



Township of Blandford-Blenheim

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To: Fran Bell, CAO **Date:** November 16, 2011
From: Ken Wood, Manager, Community Services **Number:** CS-11-10
Subject: Parks and Recreation Master Plan Methodology
Council Meeting Date: December 7, 2011 **File:**

Purpose:

To provide Council with the Methodology of the Parks and Recreation Master Plan for their input and approval.

Background:

Council approved a resolution at the November 2, 2011 meeting that Report CS-11-06 be received as information; and further, that the process outlined in the report be approved pending agreement of the methodology to be presented at the December meeting.

Analysis/Discussion:

It is important to understand that Master Plans are like road maps. They chart a hopeful course between the present and some intended future destination, identifying milestones along the way. However, road conditions are unpredictable and detours common.

It is a process of compromise and cooperation in support of valued goals. Good plans are flexible, and adaptable to change. They must be a living document, wide in scope allowing the detailed blueprint to be extracted from the plan. The only thing more dangerous than planning is not planning; facing the future without preview or preparation.

The following outlines the timetable (methodology) for the Parks and Recreation Master Plan

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|---|----------------|
| 1) Selection of 8 Community Committee Members | End of January |
| 2) Appointment of Committee by Council | Early February |

Committee Work

- | | |
|---|-----------------|
| 3) Introduction and Visionary Exercise | End of February |
| 4) Community Inventory, Demographics and Analysis | End of February |
| 5) SWOT Analysis | End of March |
| 6) Committee Recommendations | End of March |

Community Involvement

- | | |
|---|--------------|
| 7) Establish Web Base Information Gathering Tool | End of April |
| 8) Meetings with Social Agencies
(education, day care, protective services, health care) | End of April |
| 9) Meetings with Community Organizations
(Lions Clubs, Agricultural Society, Legion etc) | End of May |
| 10) Meeting with Community Sports Groups
(Minor Hockey, Softball, Soccer, Figure Skating etc) | End of May |
| 11) Public Meetings in Princeton, Bright, Plattsville and Drumbo | June |
| 12) Meeting with Council | Early July |
| 13) Updating of Recommendations | End of July |
| 14) Second Meetings with
(Social Agencies, Community Organizations and Community Sport Groups) | September |
| 15) Second Public Meetings
in Princeton, Bright, Plattsville and Drumbo | October |
| 16) Second Meeting with Council | November |
| 17) Finalizing of Report | November |
| 18) Presentation to Council | December |

It is important to note the number of meetings that will be held in order to get a true picture of the plan and to exhaust the information gathering opportunities which will assist in the "community ownership" of the final plan.

Recommendation:

That Report CS-11-10 be received as information;

And further, that Council approve the methodology and timelines presented;

And further, that the Manager of Community Services will keep Council informed on the progress of the appropriate milestones in his monthly report to Council;

And further, that Council authorizes the CAO/Clerk and the Manager of Community Services to proceed with the selection process of committee members for approval by Council.

Respectfully submitted by:

Ken Wood
Manager, Community Services



Fran Bell
CAO/Clerk