



John Rebecca Park Master Plan Project

Project Charter

January 2011

Project Name

The title “John Rebecca Park” is a working project name, called such for the site’s location at the corner of John Street North and Rebecca Street. The site currently operates as a surface parking area. Once planned and built as a public open space it will be given a park name.

Site Boundaries

Figure 1 below identifies the area identified in the Downtown Secondary Plan as the location where “a new neighbourhood park will be developed”. The block is bounded by John, Rebecca, Catharine, and King William Streets, and consists of 77, 76, and 32 John Street North. Figure 2 identifies the area proposed as the current phase of the site’s development as an urban park. The address of this land parcel is 76 John Street North. Consideration will also be given to adjacent streetscapes and connections to other downtown locations.

Purpose Of The Project

Initiation of this project is in accordance with the Downtown Secondary Plan, which in Section 6.2.8.3.4 d) states that “A new neighbourhood park will be developed in the Rebecca / Wilson area”. The City of Hamilton is currently moving forward with this project to help revitalize Hamilton’s Downtown Area. A surface parking lot currently operates at 76 John Street North.

Figure 1.



Figure 2.



Currently the proposal is for the Master Plan process to address the entire block shown in figure 1, however development of the entire site is under consideration along with review of the Downtown Secondary Plan.

Initiation of this project provides an opportunity to improve the downtown area by converting a paved, vehicle-oriented space into a pedestrian-oriented public open space.

This initiative addresses three of six Secondary Plan Principles, which are to: Use public realm improvements as the catalyst for revitalization; Make downtown living more attractive; Pursue a limited number of carefully designed and executed major projects.

The focus of the Master Plan process will be to address the above noted principles. In pursuit of these principles, the John Rebecca Park Master Plan will incorporate a public open space to commemorate the service of Hamilton's emergency service workers.

With completion of site assessment and remediation works through the Planning and Economic Development Department, the Master Plan process began in November 2010, with a construction Request for Tenders target of late 2012.

Key Message

The purpose of this project is to use a public realm improvement to make downtown living more attractive and promote continued downtown revitalization.

Secondary Messages

The revitalization of this site in the downtown area is a positive step forward in the on-going and overall efforts to revitalize the downtown area. In keeping with the principles of the Downtown Secondary Plan, the enhancements will create a more pedestrian friendly, inviting area for the downtown residential neighbourhood, workers, and visitors.

The focus of the Master Plan is on the conversion of a surface parking lot to a high quality public space with pedestrian amenities, public art, and comfortable spaces to promote downtown living, and to show the City's pride and confidence in the downtown. This focus on improved public spaces will be used to stimulate property values and investment in adjacent private properties.

Client Department, Section

Planning and Economic Development, Downtown and Community Renewal

Lead Department, Section

Public Works, Landscape Architectural Services

Support Division/Group, Sections

Development and Real Estate, Community Planning & Design
Planning, Community Planning & Design
Hamilton Emergency Services
Customer Services, Access and Equity
Parking and By-law
Engineering Services, Design
Strategic Services, Special Projects
Downtown and Community Renewal, Neighbourhoods

Forestry and Horticulture
Culture, Cultural Services
Recreation, Administration
Operations and Waster Management, Operations and Maintenance
Downtown and Community Renewal, Downtown Renewal

Background

A focus of the Downtown Secondary Plan (DSP) is “putting people first”. Pursuant to this various initiatives, and land use recommendations are made within it. One of which is to create an urban neighbourhood park at the corner of John and Rebecca Streets. The DSP goes further to suggest the park is “intended for passive recreation and special public activities and events”, and that it “promote safety, enjoyment, accessibility, and a sense of nature”. As noted above, the DSP identifies the entire block bounded by King William, Catharine, Rebecca and John Streets as the park space. The current plan is for the Master Plan to consider this entire block, however development may be phased. Only 76 John Street North is currently in City ownership, operating as a surface parking lot.

The Planning and Economic Development Department are currently undertaking a review of the Downtown Secondary Plan. An item under consideration is potentially redesignating a portion of the block shown in Figure 1 to residential or related uses to promote natural surveillance, or ‘eyes on the park’. Landscape Architectural Services will be working closely with Planning and Economic Development to create a safe public space.

The concept of a public space to commemorate Hamilton’s Emergency Services has existed for some time. In 2008 it was proposed that the new urban park at John and Rebecca Streets incorporate a space to commemorative emergency service workers. The master plan process will, therefore, include consideration of an open public space in recognition of Hamilton’s Emergency Services.

Project Strategy

The John / Rebecca Master Plan will follow a process similar to that used for the recent Gore Master Plan project, which engaged the community as decision makers in the design process. The public consultation process will include establishing a Public Stakeholder Group with representation from local businesses, Hamilton Emergency Services, and other applicable interest groups. Public consultation will be integral in establishing criteria for success for the plan, reviewing design alternatives, and selecting a preferred conceptual plan. The preferred conceptual plan may be brought to Public Works Committee prior to commencing plan refinement, and detailed design development.

The Master Plan will undertake a comprehensive review of the Downtown Secondary Plan area, including connections to key downtown locations. It will pay special attention to the role that development of this site as parkland will play in making downtown living more attractive, and promoting continued downtown revitalization. The plan will also incorporate a public space intended to commemorate the service of Hamilton’s emergency service workers.

Costs for capital improvements proposed as a result of the Master Plan will be identified to Council through future Capital Budget processes.

Project Goal

In keeping with principles of the Downtown Secondary Plan, the goal of this project is to use a public realm improvement to make downtown living more attractive and promote continued downtown revitalization. Enhancements will create a more pedestrian friendly, inviting area for the downtown residential neighbourhood, workers, and visitors.

Project Scope

- Inventory and analysis of all existing conditions including the site's history and significance within Hamilton
- Analysis and understanding of content and recommendations in the related, and causal studies for downtown Hamilton
- Meaningful consultation with all interested parties, both internal and external
- Analysis and understanding of the function of the space for all users
- Procurement and management of consulting firm(s) in the preparation of design options and technical requirements
- Establish criteria for success for the master plan project, in consultation with stakeholders
- Assessment and critique of potential changes to the site
- Critique of design options with stakeholders
- Management of appropriate revisions to Master Plan and design development
- Provide final recommendations in the form of a Master Plan for the site, boundaries as determined through the Downtown Secondary Plan review.

Critical Success Factors

- Meaningful consultation with all stakeholders
- Meaningful exchange of information and ideas between the City and all interested parties
- Strong staff team and contracted professionals, dedicated to this job
- Timely feedback from review and approval bodies
- Appropriate budget
- Project completed on time and on budget

Assumptions

- Staff project team members will be available when, and as, they are needed
- Issues will be resolved in a timely manner within the requirements of the project schedule
- Contracted professionals / consultants with specialized skills will be utilized throughout the project
- The scope of this project is limited to the scope described in the project charter

Constraints

- A schedule has been prepared for this project to coordinate with the related, and causal studies currently underway. This project will proceed based on that schedule, but can not proceed independent of the other studies.
- This project depends on the receipt of required information, from other City Sections, in a timely fashion and appropriate format.

Project Structure

Roles and responsibilities of the project team and stakeholders are described in **Appendix A**.

Project Budget

- Existing approved funds will be utilized for the master plan process
- The Landscape Architectural Services, as lead on this project, will establish additional costs associated with the project
- Additional and subsequent work may be funded through other Sections and/or subsequent Capital Budget processes

Points Of Contact

Primary / Master Plan Contact:

Ms. Le' Ann Whitehouse Seely, OALA
Supervisor, Landscape Architectural Services (Temporary)
John Rebecca Project Manager
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E) LeAnn.Seely@Hamilton.ca

Secondary / Senior Contact:

Mr. Steven Barnhart, OALA
Acting Manager, Landscape Architectural Services
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E) Steven.Barnhart@Hamilton.ca

Project Timelines

A project schedule is attached to this document as **Appendix B**.

Project Closeout

- The stakeholder consultation process will be complete with finalization of the master plan.
- The John Rebecca Master Plan project will be complete with endorsement of a preferred plan by the stakeholders.
- The project will then move to detailed design, tendering, and construction.

APPENDIX A

ROLES AND RESPONSIBILITIES OF PROJECT TEAM MEMBERS

Project Sponsor

Steve Barnhart, Acting Manager of Landscape Architectural Services

The Project Sponsor is the first point of contact for senior management. The Sponsor also provides support for the LAS staff, is responsible for securing resources and funds, and will assist with major issues and policy conflicts.

Project Co-Sponsors

Downtown and Community Renewal is the first point of contact for inquiries specific to Downtown Renewal Initiatives.

Community Planning and Design is the first point of contact for inquiries specific to the Downtown Secondary Plan.

The Co-Sponsors will provide current information as it becomes available and will work collaboratively where needed to promote a coordinated effort.

Project Supporter

Robert Norman, Acting Director of Strategic Planning

Project Co-Supporter

Glen Norton, Acting Director of Downtown and Community Renewal

Project Lead

Le' Ann W. Seely, Supervisor of Landscape Architectural Services (Temporary)

- First Point of contact for Master Plan project inquiries
- Prepare Project Charter/Terms of Reference
- Lead the process for the development of a Master Plan including stakeholder and public consultation
- Retain Consultants in consultation with the appropriate Roster Captain
- Manage Consultants throughout the Master Plan process
- Develop and maintain the project schedule and work plan, and the public and stakeholder consultation process
- Prepare budget request submissions, track budget, invoices, and expenditures
- Coordinate internal and external resources
- Coordinate and administer meetings with the project team, relevant agencies, and other interested parties, including at least one Public Information Centre (P.I.C.)
- Circulate information for review and comments
- Assess and synthesize information and comments
- Develop and manage project communication strategy
- Prepare notices, newsletters, correspondence and distribution as required
- Prepare Council reports and updates as required

- Through an overall process of developing and critiquing design options, recommend one preferred Master Plan

Public Stakeholder Group Member, Public Representative

External stakeholders to the John Rebecca Master Plan project are individuals who, during stakeholder meetings, will be consulted as representatives of the public, local businesses, boards, or specific advisory or interest groups. These persons are likely to have a specific concern over the project with a keen interest in its operations and outcomes due to their place of residents, livelihood and/or responsibilities. These individuals and groups can also provide the Project Lead with insight and criteria for success due to their specific requirements, relevant expertise, intimate awareness of the site, and experience with how the area functions.

Staff Stakeholder Group Member, City Staff

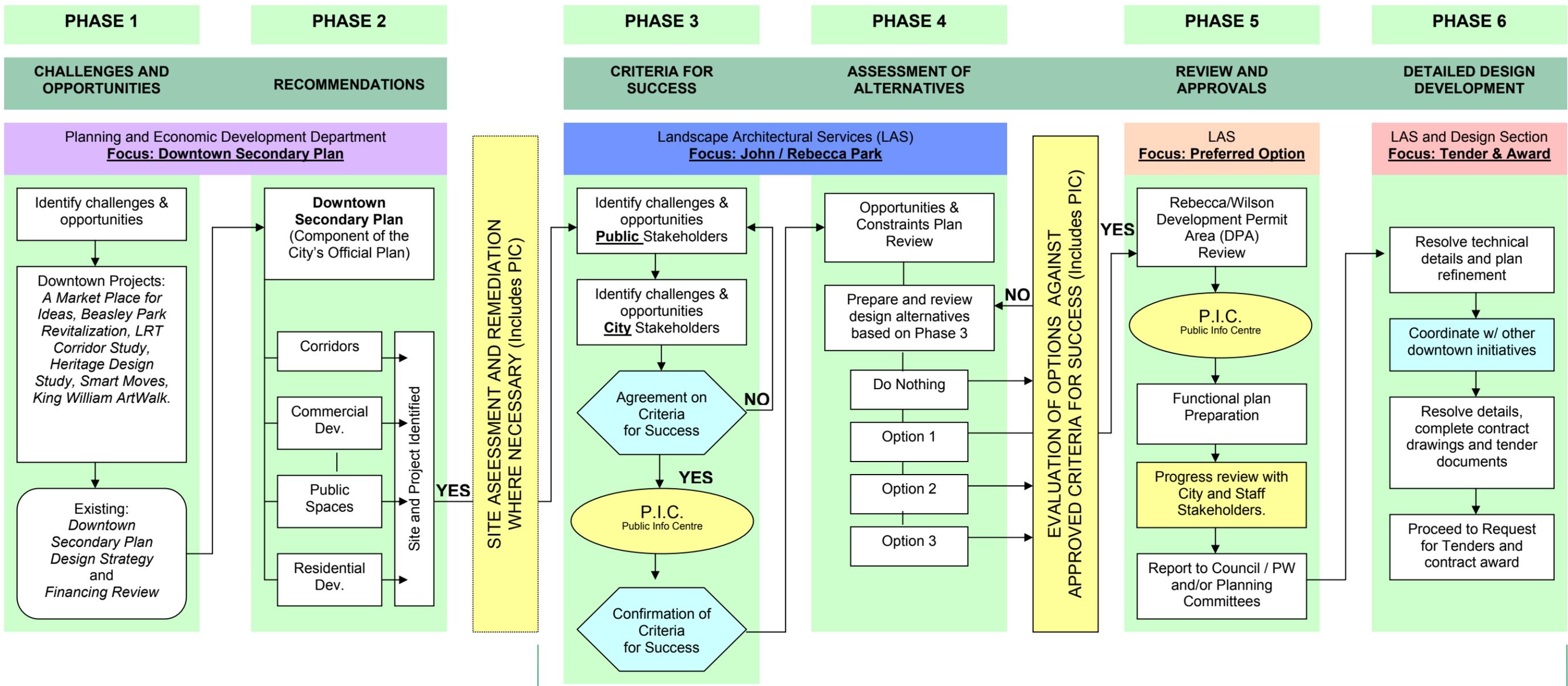
Internal stakeholders to John Rebecca Master Plan project are City staff individuals who, during stakeholder meetings, will be consulted as representatives of the Section and/or Division within which they work. These persons may or may not have a share in this specific project, but: 1) have an interest in its operations and outcomes due to their relative responsibilities, and 2) can provide the Project Lead with insight and criteria for success due to their relevant expertise.

City staff and public Stakeholders are requested to remain involved in this project through to the completion of Phase 4, as shown in the schedule attached to this document as **Appendix B**.

General Site Users, Transit Users, Public, Greater Business Community Members and All Other Interested Parties

In addition to the stakeholder groups noted above, there are numerous interest groups and general users of the site, and an even greater number of people who are interested in what happens even though they may not frequent the downtown. This Master Plan process will endeavour to reach all of these individuals and groups in order to both provide and receive information. A communication plan will be developed as part of the Master Plan process, to find creative and meaningful ways to exchange ideas and accurate information.

JOHN / REBECCA PARK MASTER PLAN PROCESS



Downtown Secondary Plan (2005)

Downtown Secondary Plan Design Strategy

- Began in 1998

Economic and Development Finance Review

- To provide background information and guidance for the secondary planning process.

PROJECT INITIATION

Site Specific Program Development and Schematic Design

Master Plan Process

- Internal and external stakeholder consultation / determine issues and opportunities
- Coordinate with Downtown Secondary Plan Review
- Stakeholder developed Criteria for Success ranking to direct purpose and program
- Opportunities and Constraints Plan presentation
- Develop design options

Functional Plan

Functional Plan Process

- Public Information Centre
- Functional Plan Review
- Report to Council and/or Planning Committee

REQUEST FOR TENDERS

Tendering and Award

Detailed Design Process and Tendering

- Working drawing and contract preparation
- Tender and award