

CITY OF HILLSBORO  
EQUITY-BASED PARKS & RECREATION SYSTEM PLAN  
COMMUNITY ADVISORY COMMITTEE CHARTER

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**CHARTERED BY:**

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**PROJECT BACKGROUND**

As Hillsboro continues to grow at a rapid rate and as people from diverse cultures and backgrounds find a home in Hillsboro, there is a need for a comprehensive review of the system and to envision how a fully integrated system of parks, trails, recreation, natural areas, maintenance, arts & culture, events, and public spaces can best serve the community for the next 50 years.

Creating a Hillsboro Parks & Recreation System Plan requires a renewed process to broaden and enhance engagement of current community members and to also consider the needs of future system users. The process the City is undertaking expands on community interests expressed in prior planning efforts and outlines how community needs and ideas will be integrated with the technical work and formal decision-making process.

Historically, parks and recreation plans have not fairly and equitably represented community members' needs, which has resulted in uneven and inadequate service for some communities in Hillsboro. The System Plan is seeking to change this pattern by actively listening and engaging with underserved communities through every phase of the process. The System Plan process will include many opportunities for broad public involvement. Meaningful community engagement means sharing decision-making with communities who have been marginalized and/or previously denied access. The more voices that are heard, the more the system will be a central community asset that's accessible for all users to have fun and make meaningful connections.

**PURPOSE AND ROLE OF THE CAC**

The Parks & Recreation System Plan Community Advisory Committee (CAC) is charged with providing local knowledge and community expertise to the City of Hillsboro, as the project team analyzes conditions and tests alternatives for where and how to provide parks and recreation services in the future.

The CAC will provide advice to the project team and city leadership on how to best hear and reflect community needs and interests in the System Plan. Drawing from diverse backgrounds, abilities, ages, lived experiences, perspectives, and cultures, the CAC will make recommendations on the methods, research questions, results of engagement, and how to incorporate the community input. The project team will seek advice of the CAC on strategies to equitably address community needs.

Specifically, CAC members will be asked for:

- Advice on how to best hear and reflect community needs and interests in the System Plan.
- Your perspective on community engagement, including how to best reflect and incorporate community input into the System Plan.
- Help to develop and co-create the System Plan with recommendations that build toward more equitable services and facilities that are more inclusive of community needs.
- Meeting five times throughout the System Plan project. Each time, we will ask for your opinions, experiences, and feedback, and we will share our ideas. Review specific implementation issues and work with staff to develop recommendations for the Parks & Recreation Commission, Planning Commission, and City Council.
- Review the prioritization criteria that will direct the City's future decisions of parks and recreation projects and services that focus on equitable outcomes.

#### Role of the Staff / Consultant Team

- City staff will convene the Committee. Meetings will be co-facilitated by the City Project Manager and City's consultant. The project team is responsible for ensuring ideas and comments coming from the CAC are heard, communicated, and considered in the technical work. Members of the technical consultant team will present findings at various meetings through the process.
- Staff/Consultant team is a resource for the committee to provide insight into current Parks & Recreation services and processes. The team will strive for transparency and to create a safe space for committee members to provide their perspectives, co-create a future plan, and be heard.
- The Staff/Consultant Team will prepare and distribute agendas and background materials in advance of each meeting. The team will communicate with CAC members between meetings (as needed) and prepare accurate and thorough meeting summaries.
- Team will manage the process for the good of the community as a whole and will respect volunteer's time.

### **ANTICIPATED OUTCOMES**

The knowledge built in the CAC, including lived experiences, issues, concerns, and ideas will be shared with Hillsboro staff, agency partners, the Parks & Recreation Commission, Planning Commission, and City Council, and will be included in the plan documentation. Some items that emerge will require formal deliberation and decision with the project leadership and City Council; other items will be incorporated into the technical aspects of study and coordinated among the project team. It is anticipated that at the conclusion of the CAC, a report will be produced that summarizes the impact the discussions have on the decisions. The project team will then provide an overview on how the City will move toward a more inclusive and equitable system.

## CAC FORMAT

The CAC meetings will be a series of facilitated work sessions to build collective knowledge about the community and develop approaches for the equity-based Parks and Recreation System Plan. CAC meetings will be conducted virtually to enable more people to participate and will be open for the public to listen and learn from the CAC discussions.

## ANTICIPATED SCHEDULE (TENTATIVE)

The Committee will meet five times over the course of the project, with the first meeting on August 10, 2023. Once the Committee is established, the project team will work with members to identify mutually agreeable dates and times of meetings.

- **Meeting no.1 | Project initiation and Community Survey Refinement** (August 2023): Introductions. Review, refine, and finalize charter. Project overview. Review and refine community survey questions.
- **Meeting no.2 | Current Conditions Analysis and Community Needs** (September 2023): Hear preliminary results from community-wide survey and the consultant team's assessment of current conditions and services; reflecting on community input and technical work, identify opportunities for the City to take a more equitable approach to Parks & Recreation services.
- **Meeting no.3 | Vision for the Future** (October 2023): Review input discovered through the engagement process and discuss how the community's lived experiences, ideas, and issues could be reflected in plans for the next 5, 15, and 50 years.
- **Meeting no.4 | Prioritization Framework and Project List** (November/December 2023): Review draft equity criteria; test criteria against goals and weigh in on ways the criteria could better support equitable decision making; review and discuss project list for future parks and recreation investments.
- **Meeting no.5 | Draft System Plan and Implementation Strategy** (January 2024): Review the draft System Plan and Implementation Strategy; discuss and make suggestions for refinements; weigh in on the proposed framework / prioritization for how the City will make decisions and investments in new Parks & Recreation services; discuss plan adoption process; celebrate committee members' contributions.

## CAC MEMBERS

Members have been selected for specific skills and experience living and/or work within the City of Hillsboro, and have experience reaching underrepresented and underserved community members, planning for people with disabilities, representing the interests of tenants, and/or connecting to the broader Hillsboro community. The City also sought members who bring the ability to draw upon broad and diverse experiences and those who will be most directly affected by realization of an Equity-based Parks & Recreation System Plan.

Invitations were made to be intentionally inclusive of people or organizations that add to the diversity of system planning process and help to expand community leadership.