



# Wood Islands and Area Development Corporation

## Project Manager Terms of Reference

### Wood Islands and Environs Revitalization Plan

#### **Introduction:**

The Wood Islands Area Development Corporation (WIADC) is requesting the services of a Project Manager to provide leadership to manage, coordinate and complete various requirements related to priority infrastructure projects outlined in the now-completed Wood Islands and Environs Revitalization Plan and accompanying business plan.

#### **Background:**

Working with its tourism and other community stakeholders, the WIADC is seeking to heighten the overall destination stature, value, and public awareness of Wood Islands, P.E.I., to create an entirely new dynamic of visitor experiences, to significantly expand market interest and customer base, and to build greater capacity to be more competitive and sustainable.

The Revitalization Plan was prepared in the first quarter of 2022 by the P.E.I.- based tourism consultancy, *ilmagine*, in partnership with the Fredericton-based Glenn Group tourism-specialized landscape architects and spatial planners. The resulting Wood Islands and Environs Revitalization Plan describes and illustrates an array of development initiatives, products, services, and experiences. An accompanying business plan is completed in draft form.

#### **Engagement Relationship:**

The WIADC is undertaking a multi-phased project developments that will require upward to four years to complete. The Project Manager is to be employed as a fee-based consultant on a “when required basis” as the various projects unfold with consideration given to logistic and funding factors. The Project Manager will report directly to the Chair of the WIADC and work closely with the WIADC board of directors.

#### **Scope of Work:**

The successful proponent will be responsible for providing the following:

- Implementation of the Wood Islands Revitalization Plan and accompanying business plan in partnership with key stakeholders. Plans will be made available to the Project Manager.
- Development of strategic partnerships to enhance the outcomes of the revitalization plan and accompanying business plan.
- Managing all the capital project development affairs of the Corporation.
- Overall Project Management /Coordinator, on behalf of WIADC for the Wood Islands Revitalization Plan and accompanying business plan.



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- Liaison on behalf of WIADC with the Rural Municipality of Belfast, various departments of the Government of Prince Edward Island, the Atlantic Canada Opportunities Agency, and other agencies, funders, and other resources to be identified.
- Consistent and effective stakeholder engagement and communication, both verbal and written.
- Consultations with all requisite authorities in implementing the revitalization plan and business plan.
- Determine and define project(s) scope and objectives.
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
- Prepare an RFP to select Design Consultants when required.
- Prepare and manage budget based on scope of work and resource requirements.
- Track project costs to meet budget.
- Develop and manage detailed project(s) schedule and work plan.
- Provide project updates on a consistent basis to the board of WIADC and various stakeholders about strategy, adjustments, and progress.
- Manage contracts with contractors and suppliers by calling for tenders, assigning tasks, and communicating expected deliverables.
- Utilize industry best practices, techniques, and standards throughout entire project execution.
- Monitor progress and adjust as needed.
- Measure project performance to identify areas for improvement.
- Prepare, negotiate, and track funding applications for all aspects of implementing the developed plans.
- Acquire requisite permits and meet other regulatory compliances.

### **Timing and Budget:**

The project shall begin with an initial assignment period to prioritize and mobilize the various projects will be for 300 hours. Each capital project application going forward will have the Project Manager budget built into it as an expenditure of the overall project being applied for at the time.

### **Contact**

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