



## ***Sport Field Strategy: Advisory Group Terms of Reference***

### **1. Background**

The Sport Field Strategy will prescribe the best way to prioritize equity in the delivery of high quality, safe and inclusive facilities. The Strategy will also ensure the maintenance, administration, allocation and pricing of these facilities are sustainable and reflective of the Park Board's Mission to provide, preserve and advocate for parks and recreation to benefit all people, communities and the environment.

The Sport Field Strategy will build on VanPlay - Vancouver's Parks and Recreation Services Master Plan's three strategic bold moves (equity, asset needs and connectivity) to increase access to higher quality sport fields and ball diamonds while also considering maintenance practices. The strategy will also:

- .1. Support the City of Vancouver Healthy City Strategy and Sport for Life - Vancouver Sport Strategy, which are aimed at providing accessible, diverse and quality amenities and services that encourage participation to meet current and future needs.
- .2. Align with the Capital Planning process to build new facilities and renew existing facilities to keep pace with population growth while anticipating shifting trends and needs to meet future demand.
- .3. Consider resiliency and partnership opportunities to co-locate amenities to meet multiple Park Board, City and Vancouver School Board (VSB) priorities.

As one of Canada's most expensive cities to live in and the most densely populated city in Canada with over 50% of people having a first language other than English, Vancouver faces unique challenges and opportunities in planning, locating and resourcing recreation facilities. In cooperation with the VSB, the Park Board is undergoing a Sport Field Strategy to improve the quality, quantity, use and access of its outdoor sport facilities (rectangular fields and ball diamonds) and associated amenities to support a diverse range of field sport users with differing abilities and interests, including competitive athletes. The project study area includes all Vancouver owned and managed parks as well as VSB sites.



## 2. Mandate

The Advisory Group will be an external entity that represents the interests of sport field user groups and stakeholders while also considering the needs of all residents. The Advisory Group will be asked to:

- Provide input on the stakeholder and public engagement process and methods (i.e. are we reaching everyone who needs to be involved? Are we asking the right questions?);
- Enhance outreach and communication with stakeholders and the community at large;
- Help the project team interpret engagement and research results;
- Provide early input on policy directions and strategies;
- Provide feedback on draft recommendations as the Sport Field Strategy is developed.

The planning team will consider feedback from the Advisory Group, along with technical information and public engagement feedback, to develop recommendations for the planning, design and management of Vancouver's sport field facilities.

## 3. Term

The Advisory Group is expected to participate for the duration of the Sport Field Strategy consultation process (November 2021 - April 2022). The Park Board may ask to extend the term of the Advisory Group if the need arises.

The Advisory Group is not intended to take the place of, or restrict public and stakeholder participation in, the broader engagement process.

## 4. Member Selection

- 4.1. Interested parties will apply for membership to the Sport Field Strategy Advisory Group through the completion of an application form, which will be available online October 29 - November 14, 2021.
- 4.2. Selection of the applicants will be made by the external facilitators (Binnie + RCS) during the week of November 15, 2021.
- 4.3. The selection team will seek individuals from the following:
  - 4.3.1. Group or population cohort that has historically faced discrimination, lack of opportunity, or other barriers to participation of providing input into public processes (Examples include but are not limited to: LGBTQIA2S+ individuals, BIPOC individuals, individuals with physical disabilities, individuals with cognitive disabilities, individuals from racialized communities.
  - 4.3.2. Urban Indigenous People
  - 4.3.3. Diversity of gender



- 4.3.4. Formal groups (including both schools and clubs)
- 4.3.5. Competitiveness (leisure participants through elite athletes)
- 4.3.6. Range of sport field recreation user groups and interests
- 4.3.7. Represents an emerging or new sport field user group
- 4.3.8. Geographic distribution
- 4.3.9. Business and non-business interests
- 4.4. The selection team will seek individuals with broad sport field knowledge and expertise, including:
  - 4.4.1. Delivery and management of programs, facilities and assets
  - 4.4.2. Local, provincial, national sport development
  - 4.4.3. Technical training and competition expertise
  - 4.4.4. Event hosting
  - 4.4.5. Grounds management and environmental
  - 4.4.6. Health and safety
- 4.5. The selection team will seek representatives who have the ability to:
  - 4.5.1. Communicate stakeholder views
  - 4.5.2. Provide feedback to other members of their stakeholder group
  - 4.5.3. Understand and discuss stakeholder views in the context of overall project goals
  - 4.5.4. Attend meetings and actively participate in discussions
  - 4.5.5. Respect the rights of all Advisory Group members to present their views
  - 4.5.6. Understand project goals

## **5. Membership**

The Sport Field Strategy Advisory Group will include representatives from diverse backgrounds and with a range of knowledge and expertise. A single representative is invited to attend from any one group. If the representative cannot make a meeting, they are encouraged to appoint a proxy to represent their organization's perspective and inform the meeting facilitator of the change as soon as possible.



## 6. Meetings

- 6.1. **Schedule:** Meetings of the Advisory Group will be aligned with phase 1 and 2 of stakeholder and public engagement. The meeting schedule will consist of an estimated five (5) meetings throughout the winter/spring 2022. Specific dates will be confirmed at the first meeting.
- 6.2. **Location/Time:** Meetings will be held from 6:00 – 8pm, and will be held in person or virtually (depending on Advisory Groups preference and Public Health Orders) at Park Board or City facilities. Efforts will be made to rotate locations according to group preference.
- 6.3. **Agendas:** A meeting agenda will be circulated prior to each meeting.
- 6.4. **Recording:** A meeting recorder will capture summary meeting notes and action items. These summary notes will include a record of attendance, summary notes that highlight matters discussed, key interests raised and follow-up items.
- 6.5. **Reporting:** Key themes from meetings will form part of the consultation record and will be included in engagement summary reports.

## 7. Advisory Group Roles and Responsibilities

- 7.1. Advisory Group members commit to participating fully in the Sport Field Strategy engagement process.
- 7.2. Members will be engaged, constructive and respectful of other members' perspectives.
- 7.3. All communications from Advisory Group Members may be publicly shared for contribution to the Sport Field Strategy.
- 7.4. The Park Board asks that the Advisory Group respects requests from the project team regarding time frames for sharing project information.
- 7.5. Members may be requested to review material in advance of meetings in order for meetings to maximize efficiency.
- 7.6. Members who are appointed in a representative capacity of a user group or stakeholder organization have a responsibility to:
  - 7.6.1. Outline the key responsibilities of the Advisory Group to their representative group;
  - 7.6.2. Understand the issues of their representative group;
  - 7.6.3. Ensure that the perspectives of their representative group are known and brought forward to the Advisory Group;
  - 7.6.4. Communicate relevant information back to their representative group and to help with outreach to the general public;
  - 7.6.5. Attend as many meetings as possible or appoint a proxy representative to attend in their place (and notify the Park Board prior to the meeting the proxy representative will attend).
  - 7.6.6. Some information discussed during the meetings will be deemed confidential with given rationale and it is asked that members respect the confidentiality of the information.



## **8. Universal Access**

The Park Board is committed to providing universal access to all events. If there is anything we can do to better accommodate your participation. Advance notice is necessary to arrange for some accessibility needs.

## **9. Supporting Justice, Equity, Diversity and Inclusion**

The Park Board is committed to justice, equity, diversity, inclusion, and as such, is committed to decolonization and anti-racism as part of supporting a healthy city for all. A diversity of media will be used to support different learning and communication styles. Additionally, we are working to support advisory group members by way of the following:

- living wage honorariums;
- childcare stipend to support virtual attendance;
- access to quiet space with computer and internet;
- translation services.

## **10. Project Team**

Vancouver Board of Parks and Recreation  
Binnie & Associates  
RC Strategies