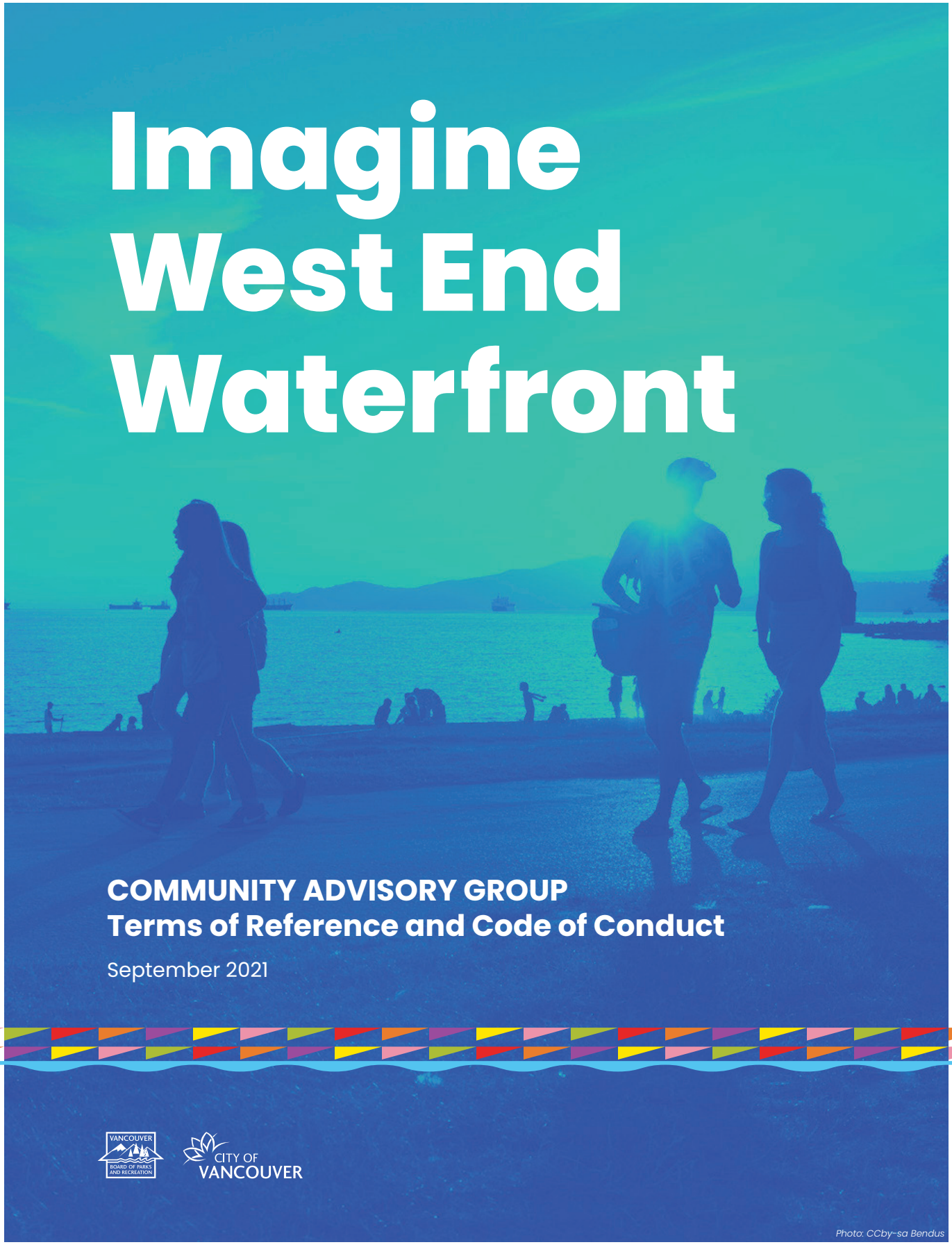
Imagine West End Waterfront



COMMUNITY ADVISORY GROUP
Terms of Reference and Code of Conduct

September 2021

VANCOUVER BOARD OF PARKS AND RECREATION

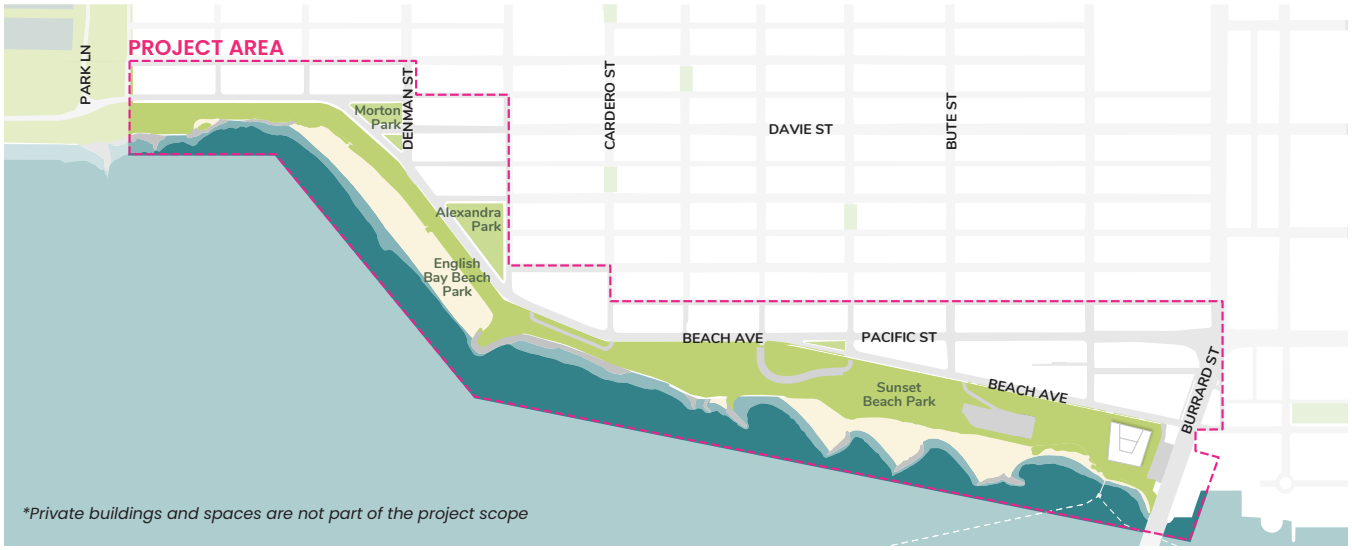
CITY OF VANCOUVER

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Terms of Reference

OVERVIEW

The Vancouver Park Board and the City of Vancouver are planning for the future of the iconic Salish Sea oceanfront parks, beaches, and streets that stretch between Burrard Bridge and Stanley Park.



Over the next two years, we will work with a project consultant team, the Imagine West End Waterfront Community Advisory Group, members of the public and community stakeholders, and Indigenous rights holders (Musqueam, Squamish, and Tsleil-Waututh Nations) to create a plan that:

- Supports Vancouver's commitment to reconciliation and decolonization
- Improves neighbourhood connectivity and access
- Upgrades services, facilities, and infrastructure
- Accommodates anticipated population growth and increased demand on the area
- Restores shoreline habitats and supports the ecological revitalization of the area
- Addresses climate change, sea level rise and improves the resilience of the area

The final plan will establish a 30-year vision for the area and identify future planning and implementation steps to realize it.

MANDATE AND PURPOSE

The Imagine West End Waterfront Community Advisory Group will bring together a broad range of community perspectives from West End and City of Vancouver residents, business owners, and organizations who have an interest in the area and topics the project will be addressing. The group will represent individuals from a diversity of perspectives and experiences who care about Vancouver's West End and are interested in the plan area. We welcome applicants with diverse backgrounds, including Indigenous people, Black and persons of colour, all genders and gender identities, and persons with disabilities.

The Imagine West End Waterfront Community Advisory Group will provide a forum for feedback, guidance, and advice to the project team at key milestones. Specifically, they will support the project by:

- Acting as a sounding board for the Imagine West End Waterfront project team to share and discuss project ideas, issues, and design concepts.
- Providing a sense of the broader community's potential interests and concerns relating to the Imagine West End Waterfront project and how these might be addressed.
- Providing input and guidance on the development of a project Vision, Design Principles, and Goals. These will be used to guide development of preliminary design concepts for the area.
- Supporting evaluation of the preliminary design concepts for the Imagine West End Waterfront project area and development of a refined design for the area.
- Encouraging community peers to participate in the broader Imagine West End Waterfront public engagement program.

It is important to note that the Imagine West End Waterfront Community Advisory Group members:

- May have opinions and express opinions that are different from one another - consensus is not expected, nor sought.
- Are an important component of the entire engagement process, and their feedback will complement the feedback obtained through other engagement and outreach.
- Will serve without remuneration, but some members may be supported where necessary (e.g., living wage honorarium, access to a computer and Internet) to enable their participation.



COMPOSITION AND STRUCTURE

The Imagine West End Waterfront Community Advisory Group will be comprised of a maximum of 15 participants. Additional members may be added if the project team identifies the need.

The Imagine West End Waterfront Community Advisory Group will be made up of people with diverse perspectives and experiences who have strong community connections and have an interest in the project and the issues it will explore. It will represent West End community members, business owners, stakeholders, and include community members from across Vancouver who visit and spend time in the area.

Some participants may also be members of neighbourhood groups and/or community-based organizations (e.g., Neighbourhood organizations and associations; Arts, culture, and heritage organizations; 2SLGBTQ+ community groups; Seniors / Elders organizations; youth organizations; environmental organizations; Business Improvement Associations). Members are not expected to represent these groups on the Imagine West End Waterfront Community Advisory Group but are welcome to share their groups' interests at meetings.

TERM AND SCHEDULE

The Imagine West End Waterfront Community Advisory Group will operate throughout the duration of the plan development project, which is expected to be complete by spring 2023. Members are expected to attend at least five one-to-two-hour sessions. Participation is expected to total around 10 hours over the duration of the project.

Meetings will be up to two hours in duration and facilitated by Imagine West End Waterfront project staff. Initial meetings will be held online, with the possibility of in-person opportunities held at various welcoming and accessible community locations in the West End in future project phases as the COVID-19 pandemic recedes and provincial public health guidance permits. Meetings will be scheduled for early evenings during weekdays unless the group agrees to an alternate preferred meeting time.

The Imagine West End Waterfront Community Advisory Group will meet at least once during each of the project phases illustrated in the project timeline.

APPLICATIONS AND APPROVAL

An open call for applicants from the public will be issued. Of the 15 seats on the Community Advisory Group, up to 10 will be reserved for members who live or work in the West End. Members will be appointed by City staff following an evaluation of applications.

Where the number of nominees exceeds maximum Community Advisory Group size, Park Board and City of Vancouver staff will seek to recommend members based on achieving gender balance, a range of lived experience, age, and cultural diversity. If missing voices are identified, there will be flexibility to add them during the Community Advisory Group term.

The Community Advisory Group will work in parallel with City staff, design teams, other stakeholders, and the wider public. The table below shows the different roles and responsibilities involved in the Imagine West End Waterfront project.

PROJECT TIMELINE





SUPPORTING JUSTICE, EQUITY, DIVERSITY, AND INCLUSION

The Vancouver Park Board and the City of Vancouver are committed to justice, equity, diversity, inclusion. The Park Board and City will explore providing additional supports to enable the participation of those Community Advisory Groups requiring support to participate in meetings, including living wage honorariums, translation services, a childcare stipend to support virtual attendance, and access to quiet space with computer and internet for remote sessions.

WORKING TOWARDS RECONCILIATION AND DECOLONIZATION

The project area's parks, beaches, and streets are located on the unceded, traditional, and ancestral territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) Nations and represents a place of great cultural, spiritual, and ecological significance. The Imagine West End Waterfront planning process is seeking to partner with and work alongside Musqueam, Squamish, and Tsleil-Waututh Nations. This partnership will help ensure their voices, traditions, and worldviews shape the outcomes of the project. Community Advisory Group members may be asked to participate in a reconciliation and decolonization workshop at project commencement.

PROJECT CONTEXT AND BACKGROUND

Building on the West End Community Plan (approved in 2013), Imagine West End Waterfront will provide a vision for the parks, beaches, and street network along the West End Waterfront for the next 30 years and will include principles and goals to support this vision. The West End Community Plan identified potential needs for long-term improvements to the transportation system, parks, and public spaces in the area to support the growth in the West End.

The key components include:

- English Bay Park
- Sunset Beach Park
- Morton Park
- Alexandra Park
- Beach Avenue, Pacific Boulevard, and the foot of Davie Street

The project area overlaps a network of parks and streets. These components were combined into one project area to support a more coordinated effort in improving the entire West End waterfront experience.

Code of Conduct

The Vancouver Park Board, City of Vancouver, and Imagine West End Waterfront consultant team acknowledge and are grateful for and value the time, energy, and contributions the Imagine West End Waterfront Community Advisory Group will make towards the Imagine West End Waterfront project. As such, we will strive to provide a collaborative, inclusive, and safe environment for your work.

This Code of Conducts seeks to clarify expectations so that members of the Imagine West End Waterfront Community Advisory Group can create a respectful, meaningful, and productive learning environment.

By joining the Imagine West End Waterfront Community Advisory Group, all members agree to embody, uphold, and be accountable to the following commitments.

- **Respect:** As a member of the Imagine West End Waterfront Community Advisory Group, you commit to engaging in positive and constructive discussion with other members and are respectful of and compassionate towards others' perspectives. Disrespectful, offensive, racist, or aggressive behaviour will not be tolerated.
- **Compassion:** Be conscious of and compassionate towards the diversity of lived experiences, perspectives, and values of fellow members. Participation in the Imagine West End Waterfront Community Advisory Group is a commitment to embark on a shared learning journey.
- **Integrity:** Say what you mean and do what you say. This is not always easy and sometimes things do not come out right. Members commit to learning together, admitting if / when mistakes are made, and to co-creating a safe and brave space where all perspectives are listened to, considered and respected.
- **Preparation:** Members should read the agenda and any briefing documents prior to Imagine West End Waterfront Community Advisory Group sessions so our time together can be focused and effective. All project material and updates will be distributed to members in advance of meetings and also posted on the project website (Vancouver.ca/west-end-waterfront).
- **Attendance:** Your attendance is required at all Imagine West End Waterfront Community Advisory Group meetings. If you must miss a meeting, please follow-up with the project team so they can give you an update and let you know about the meeting you missed.
- **Confidentiality:** While information and wisdom are to be shared, individual stories are gifts that can only be shared when permission if explicitly given.
- **Communication:** Members will share project communication materials with their communities and networks to help support project communications.
- **Media:** Members' opinions are not necessarily representative of the views of the entire Imagine West End Waterfront Community Advisory Group. If individual members receive media enquiries about the project, such inquiries should be referred to Project Manager Jordan McAuley at the Park Board at Jordan.McAuley@vancouver.ca.