

səmiq̓^wəʔelə / Riverview Master Plan

Public Advisory Group — Terms of Reference

Introduction

səmiq̓^wəʔelə (pronounced Suh-mEE-kwuh EL-uh), formerly known as Riverview, means “Place of the Great Blue Heron” in həłd̓əmiłəŋ, the traditional language of the k^wik^wəłəm (Kwikwetlem First Nation) peoples. In partnership, BC Housing and k^wik^wəłəm are collaboratively launching the master planning process for səmiq̓^wəʔelə / Riverview. The Master Plan aims to create a tangible redevelopment plan for the site that is grounded in a reconciliation-based approach. During this process, k^wik^wəłəm and BC Housing, through the Project Team, will be engaging with k^wik^wəłəm n̄əlstéyəx^w (community), stakeholders, experts, and the public in the development of the Master Plan.



səmiq̓^wəʔelə
PLACE OF THE GREAT BLUE HERON

The Project Team is seeking individuals with relevant local and regional knowledge to sit on a Public Advisory Group (PAG) to help meet the ambitious and complex goals of the master planning process for səmiq̓^wəʔelə / Riverview. The PAG will be comprised of individuals who are active members of their community and have an interest in helping shape a new direction for the future of səmiq̓^wəʔelə / Riverview.

səmiq̓^wəʔelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

The PAG members will offer their perspectives, advice, and feedback as the Project Team (k^wik^wəłəm and BC Housing) develop the Master Plan. This input will allow the Project Team to capture the unique insights of the community, and to allow the Project Team to refine ideas and concepts prior to major project milestones. The membership of the PAG will consist of a mix of residents, individuals with lived experience, advocates, k^wik^wəłəm members and service operators located in the Tri-Cities and Lower Mainland. They will represent a variety of interests related to səmiq̓^wəʔelə / Riverview.

This Terms of Reference document provides the mandate of the PAG, outlines the expectations for members and how the PAG will operate.

Purpose of the Public Advisory Group

The purpose of the Project Advisory Group is to be a sounding board to the Project Team as we unpack and test planning ideas. All PAG members have credentials / affiliations and areas of lived experience that make them uniquely positioned to provide fresh ideas. They can identify gaps in thinking and connect the Project Team to perspectives that may be missing from the process.

Specifically, the PAG will:

- Provide feedback and ongoing advice to support the development of a Master Plan for səmiq̓^wəʔelə / Riverview.
- Support the public engagement process by reviewing and providing input on draft materials prior to major project milestones.
- Assist the Project Team in identifying potential opportunities and issues for səmiq̓^wəʔelə / Riverview throughout the master planning process.

səmiq^wəʔelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

Membership and Responsibilities

The PAG will be made of members of the public and representatives of organizations with a regional and local interest in seeing a change in the growth and future of səmiq^wəʔelə / Riverview. Interested applicants must follow a formal application process. Applicants will then be reviewed and selected by the Project Team. Any member of the public with lived experience in one of the areas outlined below, and / or representative of an organization with an interest in participating in the PAG, is invited to apply.

Membership in the PAG is voluntary. In the interest of continuity, individuals and representatives of organizations who are selected should try to attend all meetings (a minimum of four 3 to 4-hour meetings / year) until the completion of the master planning process (estimated to be a multi-year process).

To ensure a shared understanding / knowledge in the areas of equity, diversity, inclusion and belonging, and k^wik^wəʔəm cultural heritage, members will be required to take some of the same awareness training as the Project Team. This training will be offered free of charge to all members.

Compensation

An honorarium of \$100 per meeting (in a choice of cash or gift card) will be provided to PAG members in recognition of the time commitment required for participating. PAG members will also be reimbursed for reasonable expenses, including transportation and childcare. The Project Team will work with each PAG member to understand and address any barriers they may have to full participation.

səmiq̓^wəʔelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

Membership Selection and Criteria

The PAG will be made up of 10 to 15 individual community members and representatives of organizations. PAG members will be selected to represent the following areas, relevant to the səmiq̓^wəʔelə / Riverview master planning process.

The Project Team is seeking people with diverse backgrounds, lived experience and who identify with multiple areas of focus listed below:

The areas of focus include those with expertise in:

- **Addiction** – the interests and needs of those who use drugs and struggle with addiction.
- **Affordable housing** – those experiencing a lack of affordable housing, who have experienced homelessness, or those interested in a variety of approaches to meeting the need for more affordable housing in the region.
- **Arts and culture** – the many and varied interests of the arts community.
- **Climate change and resilience** – voices and actions related to combating climate change and building resilient infrastructure and communities.
- **Disabled people / people with a disability** – people experiencing barriers and unequal access to services and opportunities.
- **Economic development** – commercial, light industrial, and other economic interests needed to create a competitive and attractive employment environment for all.
- **Heritage and archeology** – those interested in respecting the many aspects of pre- and post-contact history.
- **k^wik^wəłəm** – a representative of the k^wik^wəłəm's ṁəlstéyəx^w to share personal perspectives and ideas.

səmiq^wəʔelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

- **Mental health** – the interests and needs of individuals with a mental illness, and their families, psychiatric survivors, or service providers.
- **Mobility & transportation** – or those concerned with the effective movement of people and goods.
- **Nature and environment** – perspectives related to the vitality and sustainability of nature and local ecosystems.
- **Recreation and wellness** – perspectives related to recreation and wellness.
- **Young families & newcomers** – the needs and interests of young families and / or those newly settled in the region.
- **Youth** – the interest and needs of youth.

Criteria for Selection

- PAG members have an interest in helping shape a new direction for the future of səmiq^wəʔelə / Riverview.
- PAG members have lived experience in a relevant field of interest and / or demonstrated active community involvement or represent an organization in a relevant field of interest.
- PAG members have a keen understanding of issues at the community, regional, and / or provincial levels regarding their specified areas of interest.
- The Project team will aim to create a PAG that is inclusive of all genders, ages, racial groups, the full spectrum of disabilities, socio-economic backgrounds, and immigration status. Applicants who hold multiple rights-seeking / equity-seeking identities will be given priority.
- The Project Team is committed to selecting applicants that represent rights-seeking / equity-seeking communities.

səmiq^wəʒelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

- The Project Team will select the PAG from the pool of applicants that best reflects the criteria and interests listed above while taking into consideration the following:
 - Providing a balance between local and regional representation
 - Representing the diversity of the local and regional community
 - Representing the full range of themes and interests noted above

Alternates

PAG members should try to attend all PAG meetings. Members may designate one alternate to represent them when they are unable to attend a meeting, or on issues when the alternate has more relevant knowledge or experience. Alternates are subject to the approval of the Project Team.

Should a member no longer be able to serve on the PAG for any reason, they may put forward an alternate; however, the Project Team reserves the right to determine membership on the PAG.

Guests

Where appropriate, the Project Team may request the attendance of other individuals at meetings to provide expert information on subjects relevant to the discussions of the PAG.

Responsibilities of PAG Members

PAG members are expected to:

- Participate in discussions in a manner that respects and honours the opinions of all PAG members.

səmiq^wəʔelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

- Follow the rules of Communication Guidelines for Brave Space (See Appendix 1). Any member who continuously violates these guidelines will be asked to leave the group.
- Attend and participate in all meetings (four, 3–4-hour meetings/year, for 2 years).
- Provide advice and feedback based on their area(s) of interest and local/regional knowledge as it relates to the Master Plan.
- Keep up to date with the master planning process.
- Review materials provided by the Project Team and provide feedback.
- Work collaboratively with the Project Team and other members of the PAG to identify opportunities for səmiq^wəʔelə, while recognizing constraints and trade-offs relevant to the Master Plan.
- If applicable, keep their designated alternate informed.

Responsibilities of the Project Team

The Project Team will:

- Provide administrative support and facilitate PAG meetings in a manner that upholds the Communication Guidelines for Brave Spaces (See Appendix 1).
- Encourage self-care of all members and refer to mental health supports as needed.
- Provide meeting agendas and set meeting goals.
- Arrange relevant and timely presentations and other background material.
- Provide updates on the master planning process.
- Review and consider the PAG's input and feedback and incorporate feedback where appropriate.

səmiq^wəʔelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

Meeting Dates and Times

The Project Team will require input from the PAG prior to major milestones in the master planning process, including prior to Community Information Sessions. Meeting dates will be identified on an annual basis at the start of the project or the calendar year. Changes to meeting dates will be made with a minimum one month of notice. Should a PAG member (or their alternate) miss two or more meetings consecutively, BC Housing reserves the right to withdraw an individual's membership status.

PAG members must commit to attending a minimum of four meetings / year throughout the səmiq^wəʔelə / Riverview master planning process, which is expected to last approximately two years. Further meetings may be required during the subsequent neighbourhood planning process. The timing of PAG meetings may be subject to change.

Procedures

1. Each PAG meeting will be facilitated by a member of the Project Team. The facilitator will ensure that PAG meetings are efficient and effective.
2. Leadership and / or Project related staff from k^wik^wəʔəm may attend PAG meetings in addition to any community members of k^wik^wəʔəm.
3. Members of the Project Team and other consultants hired by BC Housing will not be members of the PAG, but may assist with meetings, present information, listen to input, and facilitate discussions and workshops. Consultants will also be expected to follow the Communication Guidelines for Brave Spaces.

səmiq^wəʒelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

Conflict of Interest

PAG members must declare any conflicts of interest or perceived conflicts of interest at the outset of the process. They must declare any conflict or perceived conflict that should arise as soon as possible after it becomes known to the member.

Confidentiality Clause

All members must complete and adhere to the terms and confidentiality clauses outlined in a Non-Disclosure Agreement (NDA). This NDA will be sent to successful applicants via email.

Acceptance

I have reviewed the səmiq^wəʒelə / Riverview Lands Public Advisory Group (PAG) Terms of Reference and accept this invitation to hold a position on the PAG.

Signature

Print Name

Date

səmiq^wəʒelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

Appendix 1 Communication Guidelines for a Brave Space

Welcome multiple viewpoints

Speak from your own experience by using “I statements.” Ask questions to understand any sources of disagreements.

Own your intentions and your impacts

Respect each other’s experiences and feelings by taking responsibility for the effects of your words. On the other side, if you have a strong reaction to something, let the group know. Be open to dialogue.

Work to recognize your privileges

Recognize your privileges (for example: class, gender, sexual orientation, ability) in this space. Honour the different experiences we all bring to this space.

Take risks: Lean into discomfort

We are all in process. Challenge yourself to contribute even if it is not perfectly formulated.

Step back

Share speaking time and try to speak after others who have not spoken.

Notice and name group dynamics in the moment

səmiq̣^wəʒelə/Riverview Master Plan

Project Advisory Group — Terms of Reference

We are all responsible for this space. Be aware of how others are responding or not responding. Ask for a “time out” or dialogue if needed.

Actively listen

Use your energy to listen to what is said before thinking about how to respond. Notice when defensiveness and denial arise.

Challenging with care

Find ways to respectfully challenge others and be open to challenges of your own views. Think about how to question ideas without personal attacks.

Confidentiality

Share the message, not the messenger.

Break it down

Use simple language and background information when necessary. Ask for clarification if needed.

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