

səmiqʷəʔelə/Riverview Comprehensive Community Plan

Public Advisory Group — Terms of Reference

Introduction

səmiqʷəʔelə (pronounced Suh-mEE-kwuh EL-uh), also known as Riverview, means “Place of the Great Blue Heron” in hənqəmiḥəh, the traditional language of the kʷikʷəʔəḥəm (Kwkwetlem First Nation) peoples. In partnership, BC Housing and kʷikʷəʔəḥəm are collaboratively launching the Comprehensive Community Planning of səmiqʷəʔelə/Riverview. The Comprehensive Community Plan aims to create a tangible redevelopment plan for the site that will consider the creation of a complete community with integrated mental health facilities, a range of housing options, and economic development opportunities, while respecting the unique heritage and environment of səmiqʷəʔelə/Riverview. During this process, kʷikʷəʔəḥəm and BC Housing, through the Project Team, will be engaging with stakeholders, experts, and the public in the development of the Comprehensive Community Plan.

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 for a Comprehensive Community Plan for səmiqʷəʔelə/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 səmiqʷəʔelə/Riverview. The PAG’s members will offer their perspectives, advice, and feedback as the Project Team develops the Comprehensive Community Plan. This input will allow the Project Team to capture the unique insights of active community members, 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, and service operators located in the Tri-Cities and Lower Mainland and will represent a variety of interests related to səmiqʷəʔelə/Riverview.

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



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Mandate

The purpose of the PAG is to provide feedback and advisory input to the Project Team as the səmiqʷəʔelə/Riverview Comprehensive Community Plan is developed. The Project Team will consider this input in addition to feedback from its partner, kʷikʷəʔəm, as well as the general public, the Province, the City of Coquitlam, and a range of stakeholders. Specifically, the PAG will:

- Provide feedback and advice to support the development of a Comprehensive Community Plan for səmiqʷəʔelə/Riverview that fits the principles described in the project section of sumiqwuelu.com.
- Support the public engagement process by providing feedback on draft materials prior to major project milestones; and
- Assist the Project Team in identifying potential opportunities and issues for səmiqʷəʔelə/Riverview throughout the Comprehensive Community Planning process.

Membership and Roles

PAG members will represent a cross-section of the local, regional and kʷikʷəʔəm communities, with lived experience and/or a particular interest in subjects relevant to səmiqʷəʔelə/Riverview and the creation of a Comprehensive Community Plan. Members of the public and representatives of organizations with a regional and local interest in seeing a change in the growth and future of səmiqʷəʔelə/Riverview must follow a formal application process, which can be read in the Latest News section of sumiqwuelu.com (posted March 30).

Applicants will then be selected for participation in the PAG by the Project Team. Any member of the public with lived experience in one of the areas of interest outlined below, or representative of an organization with an interest in participating in the PAG is invited to apply. Applicants who are selected for participation will receive a notification informing them of their selection.

Membership in the PAG is voluntary. In the interest of continuity, individuals and representatives of organizations who are selected for participation in the PAG should endeavour to attend all meetings (a minimum of four 3-4 hour meetings/year) until the completion of the Comprehensive Community planning process (estimated to be a 2-year process).

Compensation

An honorarium of \$100 per meeting will be provided to PAG members in recognition of the time commitment required for participating in the PAG. PAG members will also be reimbursed for reasonable expenses associated with participating in PAG meetings, including transportation and childcare. In order to reduce barriers to participating in the PAG, the Project Team will work with each PAG member to

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understand the barriers that they may have to participating in meetings and endeavour to minimize those barriers.

Membership Selection and Criteria

The PAG will be made up of 10 to 15 individual community members. PAG members will be selected to represent the following areas of interest, relevant to the səmiq̣^wəʔelə/Riverview Comprehensive Community Plan and the planning process. The Project Team encourages and welcomes applicants who represent multiple areas of interest.

The areas of interest include:

- **Accessibility** – representing a range of considerations related to accessibility, including considerations for those with mobility issues, the blind and partially sighted, and the deaf and hard of hearing, among others
- **Affordable housing** – representing those experiencing a lack of affordable housing or those interested in a variety of approaches to meeting the need for more affordable housing in the region
- **Arts and culture** – representing the many and varied interests of the arts community
- **Climate change and resilience** – representing voices concerned with combating climate change and building resilience into infrastructure and other manmade systems
- **Economic development** – representing commercial, light industrial, and other economic interests needed for creating a competitive and attractive employment environment
- **Heritage** – representing those interested in respecting the many aspects of pre- and post-contact history
- **Inclusivity** – representing perspectives related to creating a cohesive and interconnected community, where any individual or group is welcomed, respected, supported, and valued
- **k^wik^wəʔəm** – a member of k^wik^wəʔəm’s community to provide insight and knowledge sharing of k^wik^wəʔəm’s history, culture and traditions
- **Mental health** – representing the interests and needs of individuals with a mental illness, possibly through lived experience or the provision of services
- **Mobility** – representing those experiencing barriers to effective movement or those concerned with the effective movement of people and goods
- **Nature and environment** – representing perspectives related to environmental sustainability, and preserving and enhancing the natural environment
- **Recreation and wellness** – representing perspectives related to recreation and wellness infrastructure and programming necessary for the overall health and wellbeing of community members
- **Young families & newcomers** – representing the needs of young families and/or those newly settled in the region in the planning process and in the outcomes of the Comprehensive Community Plan

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- Youth – representing youth voices in the planning process and in the outcomes of the Comprehensive Community Plan

The Project Team will review PAG applications and select members based on the following criteria:

- PAG members have an interest in helping shape a new direction for the future of səmiq^{wə}?elə/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 shall attempt to create a PAG that reflects the gender diversity of the region (i.e., roughly 50% or greater of people who self-identify as non-male).
- The Project Team is committed to selecting a pool of applicants that reflect and represent the diversity of the Tri-Cities and surrounding communities. A portion of PAG members will be selected by the Project Team from communities that face significant collective challenges in participating in society as a result of barriers to equal access, opportunities and resources due to disadvantage and discrimination, marginalization that could be created by attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, mental health status, etc.
- In the event where during the appointment process the Project Team cannot meet the membership objectives set out above, due to lack of sufficient applicants or for another reason, the Project Team will form the PAG from the available pool of applicants

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

The Project Team expects that PAG members will endeavour 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. To foster continuity in dialogue, each member will be permitted to identify only one designated alternate. The alternate should be fully briefed on

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previous discussions and materials prior to the meeting. 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. The Project Team may elect not to fill vacancies at its discretion.

Guests

Where determined 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:

- Attend and participate in all meetings (four 3-4 hour meetings/year, for 2 years);
- Conduct themselves as a representative of their community and the area(s) of interest they represent;
- Provide advice and feedback based on their area(s) of interest and local/regional knowledge as it relates to the səmiqʷəʔelə/Riverview Comprehensive Community Plan;
- Keep up to date with the Comprehensive Community 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 səmiqʷəʔelə/Riverview while recognizing constraints and trade-offs relevant to the Comprehensive Community Plan;
- If applicable, keep their designated alternate informed; and
- Act in a respectful and constructive manner at all times and respect the opinions of others even when disagreeing with them.

Responsibilities of the Project Team

The Project Team will:

- Provide administrative support and facilitate PAG meetings;
- Provide meeting agendas and set meeting goals;
- Arrange relevant and timely presentations and other background material to inform PAG feedback on the Comprehensive Community Plan;
- Provide updates on the Comprehensive Community Planning process to the PAG; and

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- Review and consider the PAG's input and feedback in drafting the səmiq̣wəʔelə/Riverview Comprehensive Community Plan, and incorporate feedback where appropriate.

Meeting Dates and Times

The Project Team will require input from the PAG prior to major milestones in the Comprehensive Community Planning process, including prior to Community Information Sessions.

Meeting dates will be identified on an annual basis at the commencement of the project or the calendar year. Changes to meeting dates will be made with a minimum 1 month of notice. Should a PAG member (or their alternate) miss 2 or more meetings consecutively BC Housing reserves the right to withdraw an individual's PAG membership status.

PAG members must commit to attending a minimum of 4 meetings / year throughout the səmiq̣wəʔelə/Riverview Comprehensive Community Planning process which is expected to last approximately 2 years.

Further meetings may be required during the subsequent neighbourhood planning process. The timing of PAG meetings may be subject to change and will be determined by the advancement of the Comprehensive Community Planning process.

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 in contributing to the Comprehensive Community Planning process.
2. Leadership and/or Project related staff from ḳwiḳwəʔəm may attend PAG meetings in addition to any community members of ḳwiḳwəʔəm whom sit on the PAG as a member.
3. Members of the Project Team and other consultants hired by BC Housing will not be members of the PAG, but may be present to assist with meetings, to present information, listen to PAG member input, and to facilitate discussions and workshops.
4. The Project Team will provide administrative support at PAG meetings. A meeting agenda and supporting materials will be provided to members prior to each meeting and minutes will be circulated to the membership after each meeting.

Other Comprehensive Community Planning Engagement Efforts

The Project Team is leading a multi-pronged engagement process to support the creation of the səmiq̣wəʔelə/Riverview Comprehensive Community Plan. Other engagement efforts include, but are not limited to, public events such as Community Information Sessions and grassroots events, online engagement, as well as invite-only workshops and focus groups. Members of the PAG are welcome and encouraged to take part in all public events.

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Conflict of Interest

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

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Confidentiality Clause

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