

Legacy Stewardship Group Terms of Reference

Chinatown Transformation Project
Approved by City Council on April 2, 2019
Revised April 24, 2019

1. Background

In October 2017, Vancouver City Council adopted the recommendations of the Historical Discrimination Against Chinese People (HDC) Initiative, which includes actions to foster a vibrant Chinatown. A vibrant Chinatown will include a thriving economy, a strong community and reinvigorated culture and heritage.

The City's Chinatown Transformation Team (CTT) supports community actions that can help achieve the long term vision of vibrancy. As well, the CTT is convening a process to co-develop with the community long-term plan, called a Cultural Heritage Asset Management Plan (CHAMP), to manage and grow Chinatown's cultural and heritage assets. The process will involve working with community partners in addressing the social, cultural and economic development needs of the Chinatown community.

2. Purpose & Objective

The City is looking for volunteers from the community to join the Chinatown Legacy Stewardship Group.

City Council directed staff to establish a Chinatown Legacy Stewardship Group with community representatives to oversee and report back on the implementation of the Chinatown Transformation work.

The Legacy Stewardship Group will bring forward a broad range of community perspectives and interests to guide community actions and provide advice to staff on the development of the long-term plan (CHAMP).

3. Chinatown Legacy Stewardship Group Roles

The roles for members of the group are to:

- Act as champions of the Chinatown Transformation work (see part 9 for more description);
- Identify community priority actions and form partnerships to implement these actions;
- Help build common understanding on key neighbourhood issues that contribute to Chinatown's long-term future;

- Provide advice and guidance to staff on the Chinatown Transformation work, including input to CHAMP and recommendations on the feasibility of a UNESCO World Heritage Site application for Chinatown;
- Enhance and support public engagement and information sharing;
- Promote and foster relationship building, both within Chinatown and with neighbouring communities, including urban Indigenous groups, the Musqueam, Squamish and Tsleil-Waututh nations, and groups in the Downtown Eastside, Hogan's Alley, and Japantown/Powell Street;
- Form and recruit sub-working groups;
- Bring forward broad and diverse perspectives of the Chinatown community; and,
- Build towards long-term sustainability and coordination of community actions.

4. Member Responsibilities

Responsibilities will include:

- Monthly meetings are expected for the duration of the term;
- Support or host additional public engagement, including the proposed Chinatown Summit;
- Share information with the wider community; and,
- Provide a summary of preliminary findings or proposed recommendations on Chinatown Transformation Work to the City, and present at the proposed Chinatown Summit. This will include, but is not limited to, identifying potential partners, resource needs, and feasibility.

City staff request that members do not miss more than two consecutive meetings and keep up to date on correspondence with the group. Legacy Stewardship Group members are volunteer positions.

5. Term

It is expected that the group will serve from Spring to end of 2019. The term may be extended depending on future work.

6. Composition of the Chinatown Legacy Stewardship Group

It is preferred the group will include approximately 15 to 25 members. The goal is to include representation of diverse perspectives, experiences and ensure effective collaboration and communication. After reviewing all expressions of interests submitted, 36 members are recommended.

Proposed members would include:

- People who live in Chinatown and the Downtown Eastside;

- People who own properties in Chinatown;
- People who operate a business in Chinatown;
- Organizations and groups who represent a broad range of interests related to Chinatown and/or provide services to the community, including arts and culture, history, heritage buildings, seniors, youth, businesses, immigrants, intangible heritage;
- Organizations and individuals who are from the urban Indigenous communities, and the Musqueam, Squamish and Tsleil-Waututh nations; and,
- General members of the Vancouver public who are interested in Chinatown.

7. Selection of Members

Members will be selected based on relevant experience, demonstrated ability to fulfill the role as described above, and active involvement in the Chinatown and/or Chinese Canadian community.

The goal is to achieve gender balance and a range of backgrounds including age, income, cultural diversity, networks and experience in the community for the Legacy Stewardship Group. Members of the Legacy Stewardship Group will be confirmed by Council.

The Chinatown Legacy Stewardship Group will be recruited by the City of Vancouver Chinatown Transformation Team (CTT) through an open public expression of interest process. Individuals can self-nominate. Individuals who are representing an organization should include a recommendation letter from the organization by submitting it as a paper copy along with their expression of interest or by emailing it to chinatown@vancouver.ca.

8. It is important to note that:

- All community members interested in participating in the group were required to complete the online or in-print expression of interest form by the prescribed deadline;
- Legacy Stewardship Group members may express opinions that are different from each other. All ideas and views must be recorded and acknowledged in minutes and recommendations. In incidents where there is conflict or disagreement, the meeting facilitator should lead conflict resolution and consult the Council advisory code of conduct;
- Input from the Legacy Stewardship Group will be vital to the creation of the Cultural Heritage and Assets Management Plan (CHAMP). City staff remains responsible to create the plan and make final recommendations to City Council for their decision;
- Members may share information from the meetings with the community;
- Meeting dates and times will be determined by Legacy Stewardship Group members. The group may wish to hold more than one meeting in one month; and,
- Meetings will be conducted in English. Chinese interpretation will be provided upon request.

9. Role of the Chinatown Transformation Team

The City of Vancouver Chinatown Transformation Team, formed in August 2018, is the secretariat for the Legacy Stewardship Group and responsible for convening a process to co-develop the Cultural Heritage and Assets Management Plan (CHAMP) with the Chinatown community. This plan is a key component of the overall process towards a possible UNESCO World Heritage Site application for Chinatown. The team will support/implement partnership projects in Chinatown.

The team's strategies are to:

- Undertake actions with community partners;
- Convene a community process to develop CHAMP;
- Build partnerships to enable coordination and long term sustainability of community actions;
- Support public policies which strengthen Chinatown's social, cultural and economic development and improve responsiveness to the community;
- Advance relationships between historic communities and move towards reconciliation and mutual respect; and,
- Partner with academic institutions and community partners to undertake research on Chinatown's tangible and intangible heritage.

In addition to the Legacy Stewardship Group, there will be different opportunities throughout 2019 for community members to be involved. For example, topic-focused Working Groups could be formed to focus on undertaking actions and projects within the community. The CTT will also do further outreach to ask the community what values, cultural assets, and issues in Chinatown are most important to them.

Additions to Legacy Stewardship Group (LSG) Terms of Reference

As Adopted by LSG on April 24, 2019

Values and Guiding Principles

The LSG will provide leadership, advice and support to the City of Vancouver's Chinatown transformation work. Members will contribute knowledge and expertise towards the successful planning and implementation of Chinatown-related actions and policies.

The LSG will always act in the best interests of the Chinatown community and discussions will be held in a collaborative and respectful manner. LSG will conduct business and make decisions in the context of shared values and principles. The following Policy Statements on Values and Principles are used by the City of Vancouver's Council, advisory groups and staff and can be applicable for adoption by LSG.

POLICY STATEMENTS

1. ***Integrity:*** Council officials, staff and advisory body members are keepers of the public trust and must uphold the highest standards of ethical behaviour. Council officials, staff, and advisory body members are expected to:
 - a) *make decisions that benefit the community;*
 - b) *act lawfully and within the authorities of the Vancouver Charter; and*
 - c) *be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.*
2. ***Accountability:*** Council officials, staff, and advisory body members are obligated to answer for a responsibility that has been entrusted to them. They are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny; and proper records are kept and audit trails are in place.
3. ***Responsibility:*** Council officials, staff and advisory body members must act responsibly, within the law and within the authorities of the Vancouver Charter. They are to observe the Code of Conduct*. This means disclosing actual or potential conflict of interest relating to their public duties and taking steps to resolve the conflict for the protection of the public interest; following the letter and spirit of policies and procedures; and exercising all conferred power strictly for the purpose for which the powers have been conferred.

4. **Leadership:** Council officials, staff and advisory body members must demonstrate and promote the key principles of the Code of Conduct* through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in local government.
5. **Respect:** Council officials, staff and advisory body members must conduct public business efficiently, with decorum and with proper attention to the City's diversity. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognizing the different roles others play in local government decision making.
6. **Openness:** Council officials, staff and advisory body members have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation; communicating clearly; and providing appropriate means for recourse and feedback.

*** Code of Conduct**

LSG members are expected to adhere to the City's [Code of Conduct Policy](https://vancouver.ca/files/cov/boards-committees-code-of-conduct.pdf) Number AE-028-01 Section 4.1 – 4.10 (<https://vancouver.ca/files/cov/boards-committees-code-of-conduct.pdf>). Given that individual circumstances may change from time to time, members should confirm and declare any real or apparent conflict of interest to the group if it arises.

1. LSG Co-Chair

- a. At the second LSG meeting, members will be asked to nominate two members to be the Co-Chair of the LSG.
- b. The roles and responsibilities of the Co-Chair are as follows:
 1. facilitate discussion at LSG meetings to build towards a shared vision;
 2. work with secretariat to set agenda for LSG meetings;
 3. act as the spokespeople on behalf of LSG, including with the media;

2. Working Groups

A number of working groups will be established by LSG on specific topics of interest. Members of the LSG and the public at large are encouraged to participate in the working groups.

Working Groups will meet on a regular basis to:

- a. review and identify issues of the topics;
- b. develop strategies, priorities and actions related to the topics; and
- c. report back to LSG for coordination and support.

3. Meeting Procedures

- a. A quorum is obtained by the presence of 50% plus one of the total number of LSG members.
- b. LSG members should not miss two consecutive meetings without seeking leave.
- c. As with other City advisory groups, LSG will allow members of the public, upon approval by the Co-Chair, to attend meetings as observers.
- d. Meeting minutes adopted by LSG will serve as official records of meeting proceedings and discussions. Anyone wishing to make audio/video recording during the meetings must seek prior consent by the LSG.
- e. In consultation with the Co-Chair, the CTT secretariat will be responsible for preparing meeting agenda and draft minutes for adoption by the LSG.

文化傳承督導組職權範圍

市議會於2019年4月2日審批

2019年4月24日作出修訂

1. 背景資料

溫市議會在2017年10月通過接納「歷史性歧視華裔加人檢討計劃」所提出的多項建議，其中包括採取令唐人街能夠蓬勃發展的行動。一個蓬勃發展的唐人街將會備有興旺的經濟，強有力的社區及豐盛的文化遺產。

市府成立唐人街經濟文化發展專案小組(CTT)，是為了支援社區達到令唐人街蓬勃發展的長遠願景。小組正在展開工作與社區一起制定一項長期的「文化遺產及資產管理計劃」(CHAMP)，以管理和培育唐人街文化遺產的增長。這項程序需與社區夥伴共同合作，以照顧唐人街社區在社會、文化及經濟發展方面的需要。

2. 目的及目標

市府現正招募社區內的志願人士，加入一個新成立的「唐人街文化傳承督導小組」。

溫市議會在較早時指示市府職員與社區代表合作，成立文化傳承督導小組以帶領唐人街的經濟和文化發展，並就這方面的工作作出匯報。

該小組將會提出廣泛的社區觀點和關注事項，為社區行動計劃作出指引，以及就制定「文化遺產及資產管理計劃」向市府職員提供建議。

3. 唐人街文化傳承督導小組的角色

小組成員的角色包括：

- 作為唐人街經濟文化發展工作的擁護者。(詳情請參閱第9部份)
- 確認社區內需要優先採取的行動及為落實這些行動建立夥伴關係。

- 就一些對唐人街未來有長遠影響的主要社區議題建立共識。
- 就唐人街的經濟和文化發展工作、包括對制定CHAMP提供意見及對申請唐人街成為聯合國教科文組織世界文化遺產的可行性作出建議。
- 協助及支援公眾參與及資訊分享。
- 推動及促進唐人街與其鄰近社區，包括市區原住民組織、馬斯琴、史廣米殊及斯里華圖等原住民民族、市中心東端組織、何謹巷、日本城/包維爾街等社區建立關係。
- 招募及成立轄下工作小組。
- 帶出唐人街社區廣泛和多元化的觀點。
- 確立長期及可持續的社區行動和統籌工作。

4. 成員的責任

小組成員的責任包括：

- 在任期內出席每月舉行的會議。
- 支援及主持其他公眾參與活動，例如是建議中的「唐人街峰會」。
- 與更廣泛的社區人士分享資訊。
- 向市府提交一份初步結論的摘要或是有關唐人街經濟文化發展工作方面的建議，並在唐人街峰會上作出公佈。其中將包括確認可能成為的夥伴、需要的資源及可行性。

市府職員要求小組成員不可以連續缺席會議超過兩次，並需與小組保持通訊聯繫以得悉最新進展。出任文化承傳督導小組成員的職位是志願性質。

5. 任期

小組的任期預計將會由2019年春季開始至本年年終。任期或會因應未來的工作而延長。

6. 唐人街文化傳承督導小組的成員組合

我們屬意的小組成員數目是大約15至25位。目的是讓小組的代表性能夠包括多元化的視野和經驗，以及確保成員之間有高效率的合作和溝通。我們在審視了所有收到的表達意願書後，向36位申請者作出推薦。

建議成員可以包括：

- 居住在唐人街及市中心東端的人士
- 在唐人街擁有物業的人士
- 在唐人街經營生意的人士
- 與唐人街廣泛議題相關又或是向社區提供包括藝術及文化、歷史、傳統建築物、長者、青少年、商業移民及非物質文化遺產等服務的組織及團體
- 屬於市區原住民及馬斯琴、史廣米殊及斯里華圖等民族的組織和個人
- 一般對唐人街有興趣的溫哥華市民

卑詩省政府職員亦會獲邀請加入小組，以保持省府和市府之間在唐人街經濟文化發展工作方面的合作關係。

7. 成員選擇方法

我們將會按照申請人士的相關經驗、確信他們有能力肩負上述責任、以及他們曾積極參與唐人街或華裔社區事務的經驗作為選擇準則。文化承傳督導小組成員的委任將會由市議會確認。

我們的目標是令小組成員中達到性別均衡、以及能夠涵蓋不同年齡、收入、文化背景、人脈網絡以及在社區中的經驗等多元化的背景。

唐人街經濟文化發展專案小組將會通過一項公開的「表達意願」程序為文化承傳督導小組招募成員。公眾人士可以推薦自己。如果他們是代表團體的話，請附加一封由該團體發出的推薦信並以電郵提交至 chinatown@vancouver.ca。

8. 重要事項

- 所有有興趣加入小組的社區人士，必須填寫網上或紙本的「表達意願」表格。
- 文化承傳督導小組成員可以提出與其他成員不同的意見。所有發表的意見和觀點都會記錄在案及在會議記錄或建議事項中顯示出來。如果出現衝突或有異議的情況，會議的主持人將會採用調解衝突的方式並按照市議會顧問之行為守則處理。
- 文化承傳督導小組的意見對制定「文化遺產及資產管理計劃」(CHAMP)至為重要。市府職員仍將負責制定該計劃及提交最終建議給市議會以作出決定。
- 成員可以與社區人士分享會議中的資訊。
- 開會日期及時間將會由文化承傳督導小組成員決定。他們可以在一個月內舉行超過一次會議。
- 會議將以英語進行，如有需要可以提供中文翻譯。

9. 唐人街經濟文化發展專案小組的角色

在2018年8月時成立的唐人街經濟文化發展專案小組，將會出任文化承傳督導小組的秘書處，負責開展一項程序，與唐人街社區共同制定「文化遺產及資產管理計劃」。這個計劃是日後可能展開為唐人街申請成為聯合國教科文組織世界文化遺產程序中的重要一環。專案小組將會支援/執行唐人街的夥伴計劃。

小組的策略是：

- 與社區夥伴共同採取行動。
- 啟動一項社區程序以制定文化遺產及資產管理計劃。
- 建立夥伴關係以加強合作令社區行動可以長期和持續地進行。
- 支持那些能夠令唐人街在社會、文化及經濟方面可以長足發展及社區訴求得到更佳回應的公共政策。
- 推動各個歷史性社區建立關係以求達到和解及彼此尊重的目標。
- 與學術機構及社區夥伴合作，就唐人街的物質和非物質文化遺產進行研究。

除了加入「文化傳承督導小組」外，社區人士亦有其他機會在本年內參與這方面的工作。例如參加根據不同主題而設立、專責在社區內展開行動和計劃的工作小組。CTT亦會進一步諮詢社區，以確認他們認為唐人街那些價值、文化資產和議題是最重要的。

文化承傳督導組(LSG)新增職權範圍事項

於2019年4月24日獲通過

1. 價值及指引原則

唐人街文化承傳督導小組(下簡稱“督導小組”)將會向溫哥華市政府在唐人街經濟文化發展方面的工作提供指引、建議及支援。督導小組成員將會藉著他們的知識及專才，為唐人街制定及實施成功規劃行動和政策作出貢獻。

督導小組的工作將以唐人街社區的最佳福祉為依歸，他們將會以尊重和合作的態度進行討論。小組在作出決定和處理事情時要考慮到成員之間的相同價值和原則。以下的「價值及指引原則政策聲明」是溫市議會、顧問委員會及職員一直沿用的指引，亦適用於督導小組的會議。

政策聲明

1. **誠信:** 市議員、職員及顧問委員會成員作為公眾信任的守護者，他們必須要信守道德行為的最高標準。市議員、職員及顧問委員會成員：
 - a) 作出的決定必需能夠令社區受惠；
 - b) 必須守法及不能超越溫哥華憲章所賦予的權限；及
 - c) 要避免受到不當的影響，以及作出或表面上作出任何令自己、家人、朋友、或商業關係在經濟或其他方面獲取利益的行為。
2. **問責:** 市議員、職員及顧問委員會成員需要為交托給他們的任務問責，並為所作的決定負責，這包括了決定要做或不做的事情，而決策過程必須是透明及受到公眾監管；所有紀錄及審計程序亦需要妥善保存。
3. **責任:** 市議員、職員及顧問委員會成員需要在法律範圍內以及在溫哥華憲章所輔予的權限之內以負責任的態度處事。他們需要遵守「行為守則*」，包括申報與其公職有關的確實或是潛在的利益衝突，以及採取行動消除這些利益衝突的情況以保障公眾利益；並且支持政策及程序的條文和精神；在行使所有

獲賦予的權力時，必須是為了達到賦予該等權力的目的。

4. **領導能力:** 市議員、職員及顧問委員會成員需要在所作的決定、行動及行為上彰顯及支持「行為守則*」中的主要原則。他們的行為必須令公眾對市府工作信賴及有信心。
5. **尊重:** 市議員、職員及顧問委員會成員在處理公務時必須要有效率和有禮貌，並且要明白到市府對多元化價值的重視。他們在待人接物時必須隨時隨地保持尊重的態度，不能使用不敬的言詞，要尊重別人的權利，待人以誠及理解其他人在市府決策程序上所扮演的不同角色。
6. **公開:** 市議員、職員及顧問委員會成員有責任盡可能讓所作的決定及行動保持公開透明，這包括向公眾傳達有關決策程序及經過考慮的議題等適當資訊，鼓勵公眾參與，清悉的溝通方法，以及提供適當的意見收集和求助渠道。

***行為守則**

督導小組成員應遵守市府的「行為守則」 [Code of Conduct Policy](https://vancouver.ca/files/cov/boards-committees-code-of-conduct.pdf) Number AE-028-01 Section 4.1 – 4.10 (<https://vancouver.ca/files/cov/boards-committees-code-of-conduct.pdf>)。由於個人情況間或出現改變，成員應該在實際或表面的利益衝突情況出現時，向小組作出報告及聲明。

2. 督導小組共同主席

- a) 督導小組成員將會在第二次會議上提名選出兩位成員作為共同主席。
- b) 共同主席的角色和責任包括：
 - i. 協調小組舉行會議及進行討論，以期達至共識；
 - ii. 與秘書處合作制定會議議程；及
 - iii. 作為代表督導小組的發言人，包括接受新聞媒體採訪。

3. 工作小組

督導小組將會按照一些特別議題成立數個工作小組，無論是督導小組成員或是一般公眾人士均可加入。

工作小組將會定期舉行會議，以：

- a) 研究及確認與議題相關的事項；
- b) 制定與議題有關的策略、首要處理事務及行動；及
- c) 向督導小組提交報告以便進行統籌及提供支援。

4. 會議程序

- a) 會議的出席法定人數是督導小組成員總數的一半另加一位成員。
- b) 除非預先獲督導小組批准，否則成員不應連續缺席兩次會議。
- c) 督導小組與其他市府顧問委員會一樣，在共同主席批准下可以容許公眾人士以觀察者身份出席會議。
- d) 經督導小組採納的會議記錄，將被視為會議進程及討論的正式記錄。如有任何人士希望在會議上進行攝錄，必須預先取得小組的同意。
- e) 唐人街經濟文化發展專案小組作為督導小組的秘書處，將會負責與共同主席商議後制定會議程序及草擬會議記錄，以供督導小組採納。