

**DRAFT TERMS OF REFERENCE
FOR THE CITIZENS' ASSEMBLY ON THE GRANDVIEW-
WOODLAND COMMUNITY PLAN**

MAY 2014

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CITIZENS' ASSEMBLY

1.0 City of Vancouver Objectives

The City of Vancouver has adopted an innovative and transparent public process to support the completion of the Grandview-Woodland Community Plan. In establishing a Citizens' Assembly, the City has three objectives:

1. To learn about the shared and contrasting values, concerns and needs of Grandview-Woodland residents regarding neighbourhood change and growth.
2. To better understand residents' vision for the future of their community.
3. To provide local residents with an unprecedented opportunity to shape the Grandview-Woodland Community Plan.

2.0 Guiding Principles for the Citizens' Assembly

Note: These Guiding Principles are derived from best-practice research and community consultations.

- *Accessibility and transparency* – The Assembly will strive to ensure that its activities are open and inclusive, enabling local residents to participate in various ways that are appropriate and conducive to enabling democratic expression.
- *Accountability and Legitimacy* – The Assembly will work within a defined mandate on behalf of all members of the Grandview-Woodland community and strive for consensus concerning the long-term interests of its residents and businesses.
- *Effective Representation* – The Assembly will endeavor to ensure that it is broadly representative of the interests and demographics of the community. Members will be charged with the responsibility to speak on behalf of all residents and businesses and to work to understand their needs and concerns
- *Independence* – The Assembly will enjoy independence to determine how best to fulfill its mandate. The integrity and impartiality of the process are paramount.
- *Well-informed* – The Assembly will work to ensure that its recommendations are sound and informed by a range of perspectives and sources of expertise. Its activities will promote community development and learning.
- *Balance* – The Assembly will work to ensure that a diversity of voices and perspectives inform its deliberations and recommendations.
- *Respect* – The Assembly will conduct its activities in ways which exemplify a conscientious, fair-minded and respectful sensibility both in its deliberations and with respect to community which it serves.

3.0 Mandate of the Citizens' Assembly

The Citizens' Assembly on the Grandview-Woodland Community Plan will endeavour to represent the Grandview-Woodland community and develop a series of recommendations that will help guide the terms for neighbourhood change and growth over the next 30 years. The Assembly's recommendations will be received by Vancouver City Council and will significantly inform the next iteration of the Grandview-Woodland Community Plan.

Specifically, the Citizens' Assembly will develop:

- A shared 30-year vision describing the community's aspirations for Grandview-Woodland.

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- A set of community values to guide neighbourhood change and growth in Grandview-Woodland.
- A set of recommendations for how the Grandview-Woodland Community Plan should address key community concerns and planning issues at a neighbourhood and sub-area scale. More specifically, these recommendations will help to resolve disagreements concerning the City's June 2013 Emerging Directions draft proposal.
- A Neighbourhood Planning Map that will identify areas within Grandview-Woodland for growth, preferred land-uses, and high-level built form and building height directions.

It is expected that these items will, to the greatest extent possible, represent the consensus view of the members of the Citizens' Assembly. Divergent views will also be included in the Citizens' Assembly's Final Report.

To assist the members of the Citizens' Assembly with their task, an extensive learning program will provide them with the opportunity to examine:

- An overview of previous public input and planning materials developed by the City's Planning Department.
- The history of Grandview-Woodland, including prior community plans.
- The broader context of planning and development in Vancouver, including relevant City policies, planning objectives and planning principles.
- Key community planning concepts, including but not limited to the role of community plans, international best practices for land-use planning, development financing, social planning, needed services and amenities, and mechanisms to secure public benefits.
- Key issues of community concern and the strategies available in a Community Plan to address these concerns.
- The ideas and perspectives of local residents, community and cultural organizations, as well as local businesses and employers.
- During its learning and deliberations, the Assembly will also consult at regular intervals with the community at large through:
 - Public roundtables, which will provide Assembly members and members of the community an opportunity for face-to-face discussion.
 - Periodic open sessions of the Assembly.
 - Online posts from the Assembly and online submissions to the Assembly through the Assembly's website.
- Report backs to the Assembly from participants in City-led sub-area workshops.

4.0 Constraints on the Citizens' Assembly

The Assembly will enjoy wide latitude in its ability to make recommendations concerning future growth and change in Grandview-Woodland. However, for recommendations to be incorporated into the Grandview-Woodland Community Plan they must be broadly consistent with the City of Vancouver's planning principles as well as sound professional planning practices. Recommendations must also take care not to contravene established City policies, or place an undue fiscal burden on the City or area residents. City Council will have the final authority to accept, modify or reject specific recommendations from the Assembly at its discretion.

5.0 Schedule of the Citizens' Assembly

The Citizens' Assembly will convene during 10 full-day Saturday sessions beginning in

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September 2014, and concluding in 2015. Additional meetings of the Assembly may be scheduled at the discretion of the Chair. The Citizens' Assembly will also host three public roundtable meetings which will be open to all local residents.

6.0 Reporting and Communications of the Citizens' Assembly

The Citizens' Assembly will communicate regularly about its work to the public and to City Council.

The Citizens' Assembly will conclude its work with the submission of a final report to Vancouver City Council. The final report will include:

- A letter from the chair outlining his or her satisfaction with the process.
- A summary of the proceedings of the Assembly.
- A summary of all other concurrent consultation activities that provided guidance to the Assembly.
- A vision outlining the Citizens' Assembly's shared aspirations for the Grandview-Woodland community.
- A set of values that will inform the evolution of the community.
- A comprehensive list of neighbourhood and sub-area consensus recommendations.
- A neighbourhood planning map that will identify areas within Grandview-Woodland for growth, preferred land-uses, and high-level built form and building height directions.
- Additional commentary concerning the recommendations from members of the Assembly.
- Brief biographies of members of the Assembly.

This report will be presented to Vancouver City Council, which may, at its discretion, refer the report to the City's Planning Department or other City departments for comment, response and incorporation, where appropriate, into the draft Grandview-Woodland Community Plan.

Before the resulting draft of the Grandview-Woodland Community Plan is submitted for consideration to Vancouver City Council, Assembly members will be asked to respond to the draft through an online survey. Results of this survey will be made public.

7.0 Composition of the Citizens' Assembly

7.1 Recruitment Process

Members of the Citizens' Assembly will be randomly-selected by Civic Lottery — a mechanism that ensures that a broad, representative cross-section of local residents and business owners are selected to participate. Each household and business owner in Grandview-Woodland will receive or may request an Invitation to the Assembly and a Candidate Card. The members of the Assembly will be selected from among those applicants who register for the Lottery by returning their Candidate Card before a specific date.

7.2 Number of Members

The Citizens' Assembly will consist of 48 members. In order to be eligible to serve on this Citizens' Assembly, an applicant must:

- Reside within the Grandview-Woodland study area, as defined by the study area map.

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(See Map 1.0, or section 7.2.1); or

- Maintain a business within the Grandview-Woodland study area; or
- Own property within the Grandview-Woodland study area; and,
- Be at least 16 years of age as of September 1, 2014.

Additional qualifications:

- Business owners and property owners cannot transfer their eligibility to an employee.
- Prospective candidates may only submit their name to the civic lottery once. Multiple applications will result in the candidate's disqualification.
- Only one application to the civic lottery can be made per household or business address. Selected candidates will be required to confirm their eligibility by providing proof of address before they are accepted as Assembly members.
- Employees of the City of Vancouver Planning Department, as well as elected municipal officials are ineligible to serve as Assembly members.

7.2.1 Study area boundaries

For the purposes of this Terms of Reference, the Grandview-Woodland study area is defined as: North - Burrard Inlet; South - East 12th Ave (south side to Lakewood), South Grandview Highway (south side, Lakewood to Nanaimo), North Grandview Highway (south side, Nanaimo to Kamloops); West - Clark Drive (east side of street); East - Kamloops Street (west side of street).

7.3 Assembly Composition

The Assembly will be composed of:

- 24 men and 24 women
- A proportionate number of members from five age cohorts: 16-28, 29-37, 38-47, 48-59, 60+
- A proportionate number of renters, and co-op and home owners
- A proportionate number of members from six zones within Grandview-Woodland (See map 2.0)
- At least four members who self-identify as Aboriginal

Among the 48 members, three of the spaces will be reserved as follows:

- Two spaces for business owners who operate in the commercial ("C" zoned), light industrial ("I" zoned) or manufacturing ("M" zoned) districts found within the study area
- One space for a property owner who does not reside in the study area

Spaces for these latter categories are non-transferable. If these spaces are not filled through the lottery process, they will be reassigned to residents of the study area.

Proportions will be established based on the most recent (2011) census profile.

To assist Assembly members to participate, the City of Vancouver will reimburse reasonable childcare, eldercare, and transportation costs. Assistance will also be provided to those members with differing physical or learning abilities.

The working language of the Assembly is English. Translation services are not available.

8.0 Roles and Responsibilities

8.1 Roles and Responsibilities of Citizens' Assembly Members

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Members of the Assembly are expected to fulfil their duties and agree to:

- Attend each of the ten Saturday sessions of the Citizens' Assembly as well as public roundtable meetings.
- Work to understand and represent the varied perspectives of *all* Grandview-Woodland residents.
- Treat each other with respect and take an active role in the work of the Assembly.
- Work collaboratively to achieve a strong consensus concerning the Assembly's recommendations.

If a member of the Assembly must withdraw owing to illness or unexpected events, his or her position may be filled from the pool of applicants at the discretion of the Chair.

8.2 Roles and Responsibilities of the Chair

The Chair of the Citizens' Assembly will be appointed by the City to develop, oversee and lead the proceedings of the Citizens' Assembly. The Chair will not be a City employee and is expected to remain neutral with regards to the recommendations or direction of the Assembly. The Chair, with the support of an Assembly Process and Facilitation team, is charged to:

- Oversee a fair and representative member selection process.
- Develop a balanced learning program that involves residents, community organizations and experts to provide a range of perspectives.
- Support respectful dialogue and deliberation amongst members.
- Ensure that regular updates concerning the Assembly's proceedings are made publicly available.
- Provide opportunities to inform and convey perspectives from local residents and stakeholders to Assembly members.
- Produce and deliver a Final Report concerning the Assembly's activities and recommendations to City Council in Spring 2015.
- Exercise discretion in ensuring the integrity and sound conduct of the Assembly.

The Chair will be supported by a Citizens' Assembly Process and Facilitation team, who will be comprised of experts in public deliberation, communication and facilitation.

8.3 Roles and Responsibilities of the Advisory Committee

An Advisory Committee will be formed to support the work of the Citizens' Assembly. The role of the Advisory Committee is to provide guidance to the Chair and Assembly Process and Facilitation team in order to:

- Ensure that the design and conduct of the Assembly are consistent with good democratic practices.
- Ensure that the Assembly's learning program is balanced, adequate and reflects a range of reasonable perspectives.

The Advisory Committee will not comment on the recommendations made by the Citizens' Assembly.

The members of the Advisory Committee will be selected by the Chair and will include representatives with well-regarded expertise in the design of deliberative processes, urban planning and policies, and the Grandview-Woodland community.

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8.4 Roles and Responsibilities of the Community of Grandview-Woodland

All members of the Grandview-Woodland community have a role to play in assisting and ensuring the success of the Citizens' Assembly. Members of the community are encouraged to participate and:

- Attend public roundtables meetings hosted by members of the Citizens' Assembly to discuss its progress and solicit community perspectives.
- Attend occasional open sessions of the Assembly to observe its proceedings.
- Submit ideas to the Assembly website, and review regular public updates.
- Attend community sub-area workshops facilitated by the City of Vancouver, which will report back to the Citizens' Assembly.

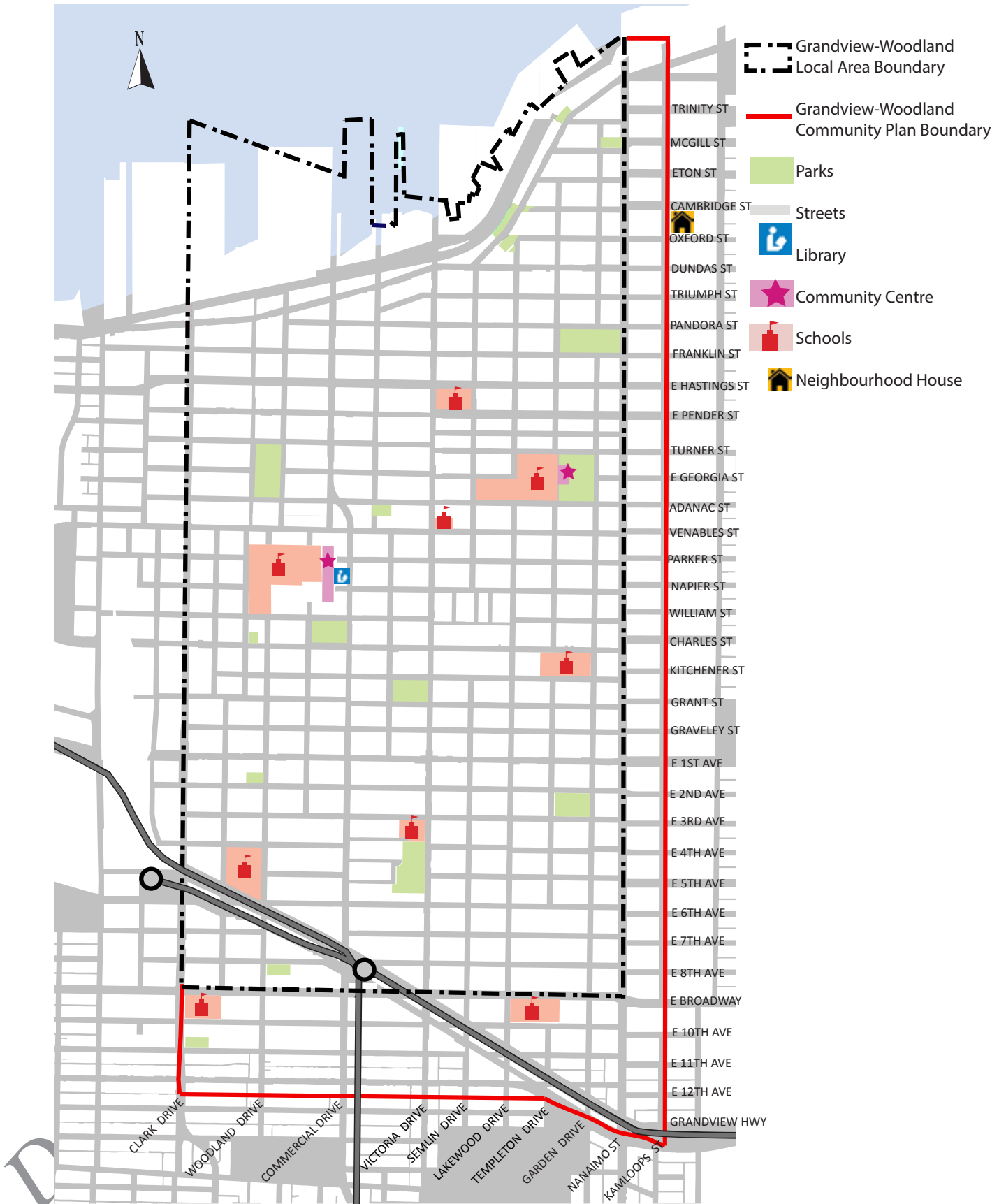
8.5 Roles and Responsibilities of the City of Vancouver

The role of the City of Vancouver staff is to support the Citizens' Assembly. The City will endeavour to:

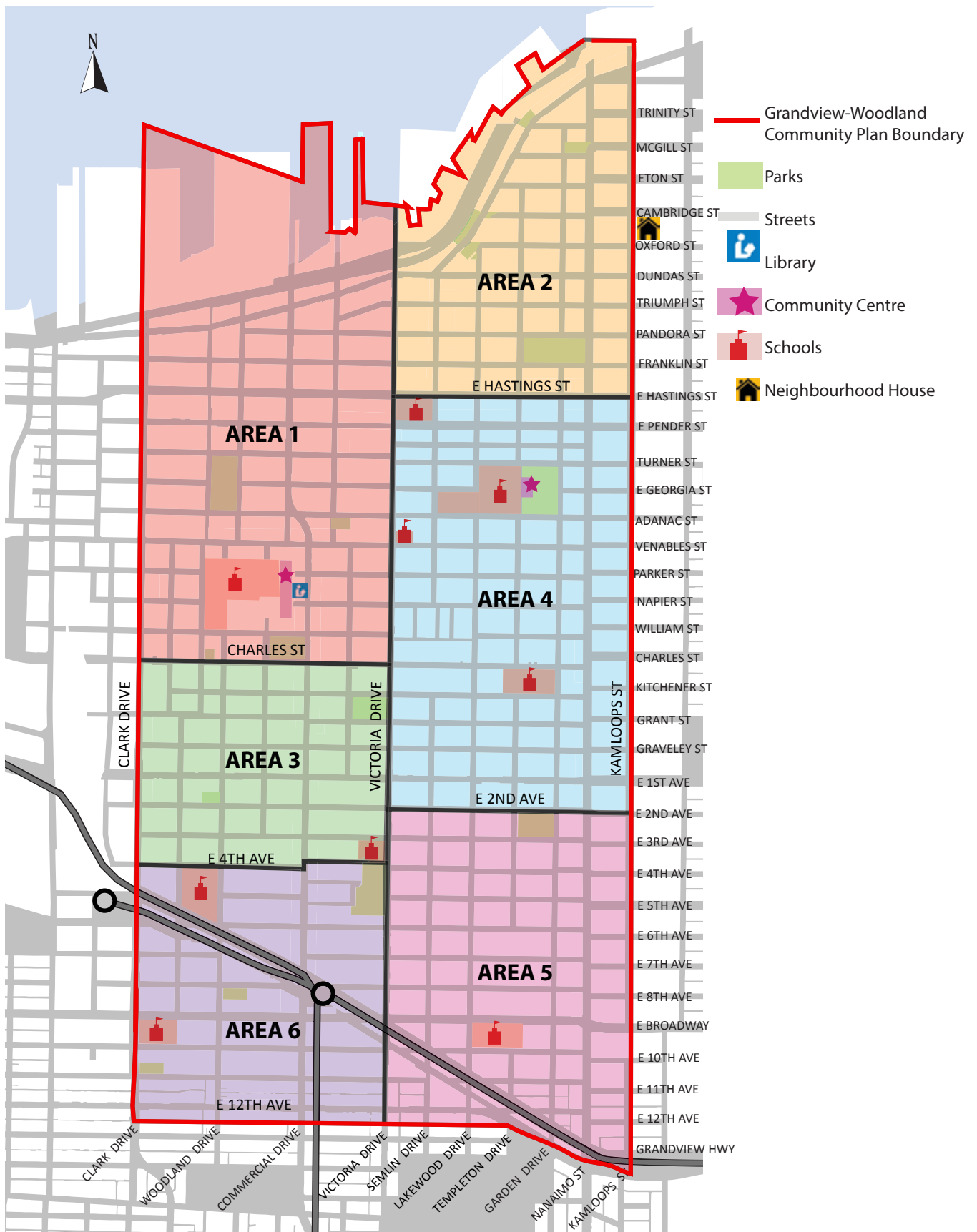
- Provide planning expertise and access to prior planning documents.
- Ensure that the Citizens' Assembly is well integrated with other concurrent Grandview-Woodland community consultations.
- Give careful and timely consideration to the Citizens' Assembly's final report.
- Incorporate wherever possible, at the direction of Council, the recommendations made by the Assembly in the draft Grandview-Woodland Community Plan.
- Provide logistical support for Assembly activities, including venue booking, food, and additional supports as needed.

The City of Vancouver will respect and support the independence and integrity of the Citizens' Assembly.

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Map 1.0: Local Area and Plan Boundaries



Map 2.0: Grandview-Woodland Civic Lottery Process areas