

VanSplash: Advisory Group Terms of Reference

1. Background

The 2017 Draft Vancouver Aquatic Strategy (VanSplash) follows on the mandate of the 2001 Aquatic Services Review in taking a long-term, city-wide approach to planning for the future of aquatics in Vancouver. In addition, and consistent with extensive public feedback, VanSplash expands the definition of aquatic services to include not only indoor and outdoor pools, but also beaches, wading pools and spray parks, and proposes an innovative approach for aquatic service delivery. In addition to considering quantitative metrics for success, VanSplash also includes the broader measures of improving well-being, enhancing social inclusion, creating a wider range of experiences and providing for flexible facility design, in anticipation of a growing, changing and aging population.

The draft strategy is informed by a technical study summarizing research and data analysis, precedent review, and community and stakeholder engagement. The document proposes a 25-year vision, a set of recommendations, and a 10-year implementation plan for the delivery of aquatic services in Vancouver.

Over a 19-month period, the VanSplash stakeholder engagement process resulted in over 7,000 interactions with stakeholders and the public to inform the recommendations. This included five open house outreach events, six focus group sessions and two TalkVancouver online surveys with a combined total of over 6,300 responses, in addition to over 185 email submissions.

The process aimed to engage both aquatic facility users and non-users, and included outreach to over 150 groups including aquatic user groups, community centres, neighbourhood houses, immigrant services, City of Vancouver advisory committees, LGBTQ2 representatives, diverse advocacy groups, persons with disabilities and seniors. The engagement process was one of Park Board's most extensive processes to date in terms of numbers and diversity of groups engaged.

Draft VanSplash recommends strategies to maintain or improve geographic coverage of aquatic facilities and amenities. Having seen significant population growth, Vancouver is expecting a further increase of up to 15% over the next 25 years, and so the strategy focuses on not only serving the existing population but addressing key areas of growth and density. With an aging population and changing demographics, VanSplash also addresses the need for a flexible and resilient system that will enable programming and facilities to adapt to changing needs over time.

Staff presented the Draft Strategy recommendations to the Board on December 11, 2017. The Board deferred its decision to January 29, 2018, when the Draft Strategy was referred to staff

“for further consideration, including the role of neighbourhood pools in relation to the qualitative experience they offer residents”.

To address the Board direction provided in January 2018, a VanSplash Advisory Group is being assembled. An external facilitator (Delaney + Associates) has been retained to establish and lead the external stakeholder review process. The goal of the Advisory Group is to obtain broad perspectives and input from a range of stakeholder and user groups, along with members of the public who access a variety of aquatics services. The Advisory Group will review in detail and provide input on the refinement of the Draft VanSplash Aquatics Strategy recommendations to be brought back to the Board for consideration in 2019.

2. Mandate

The role of the VanSplash Advisory Group is to review and provide insights to staff on the content of the draft VanSplash strategy, with a focus on the strategy’s Draft recommendations. In addition, the group will review and provide insights on the amendments proposed by commissioners at the January 29, 2018 Board meeting, and concerns raised by residents who spoke at the December 11 and 12, 2017 and January 29, 2018 Board meetings.

The advisory group is being established to provide insights and advice to Park Board staff. Based in part on the advisory group’s input, Park Board staff will revise the VanSplash strategy and bring it to the Board in 2019 for decision. The final decision-makers are the Park Board Commissioners.

Motion of January 14, 2019: The Vancouver Park Board directs its VanSplash Advisory Group to only consider the possible future expansion and improvement of Vancouver’s aquatic facilities.

3. Term

The mandate of the group will end when it has reviewed and provided insights on the VanSplash strategy, proposed amendments and community concerns. The group’s work is expected to wrap up on or before July 31, 2019; however, an extension may be required in the case of unexpected delays.

4. Membership

The VanSplash Advisory Group will be comprised of aquatics users from a diverse range of stakeholder groups and community members that have an interest in the VanSplash strategy. The group will include a maximum of 20 members, with four seats under each of the following five categories of aquatics use:

- Recreation, leisure, socializing
- Skill development (i.e. swim lessons)

- Fitness
- Sport training / competitive
- Therapy / rehabilitation

The group will include a mix of members who are affiliated with organized aquatics groups, and members of the public who are not affiliated with a specific group.

5. Application and Selection

- 5.1. Interested parties applied for membership to the VanSplash Advisory Group through the completion of an application form, which was available online November 26-December 9, 2018.
- 5.2. Selection of the applicants was made by the external facilitators (Delaney + Associates) during the week of December 10, 2018.
- 5.3. The selection team sought members who have a demonstrated ability to:
 - 5.3.1. Communicate their interest in serving on the group, and what they can contribute
 - 5.3.2. Connect with, share information about the group's work, and listen to input from their community connections and networks
 - 5.3.3. Attend meetings and actively participate in discussions
 - 5.3.4. Respect the rights of all Advisory Group members to present their views
 - 5.3.5. Take a City-wide view to provide advice on a City-wide strategy that benefits all Vancouver residents
- 5.4. In recommending group members, the selection team will attempt to achieve broad participation based on:
 - 5.4.1. Geography
 - 5.4.2. A range of aquatics user groups/interests
 - 5.4.3. A range of aquatics facilities used, and frequency of use
 - 5.4.4. Age
 - 5.4.5. Gender identity
 - 5.4.6. Other demographic characteristics, such as people with disabilities

6. Meetings

- 6.1. **Schedule:** Seven-to-eight meetings are anticipated between January and July 2019. Regular meetings will be held in the evenings. The kick-off meeting will be three hours,

but regular meetings will be two hours. In addition to regular meetings, a full-day aquatics facilities tour is planned for early in the process and will be held on the weekend. Members will be consulted on their schedule preferences.

- 6.2. **Location:** All meetings will be held either at City Hall or at the Vancouver Park Board offices in Stanley Park. Members will be consulted on their preference for meeting location.
- 6.3. **Agendas:** A meeting agenda will be circulated prior to each meeting.
- 6.4. **Meeting Notes:** A notetaker from Delaney + Associates will capture summary meeting notes and action items. These summary notes will include a record of attendance, summary notes that highlight matters discussed, key interests raised, and follow-up items. Members will have an opportunity to review and comment on the notes before they are posted online following each meeting.
- 6.5. **Posting Notes and Presentations Online:** Notes and presentations from each Advisory Group meeting will be posted on the VanSplash project page no later than 10 business days following each meeting.
- 6.6. **Reporting:** Key themes from meetings will be included in a Summary Report, which will be completed at the close of the group's mandate and on which all members will have an opportunity to comment.

7. Advisory Group Roles and Responsibilities

- 7.1. Meetings will be facilitated by an independent facilitator.
- 7.2. Park Board staff and staff from the architecture firm that supported development of the draft VanSplash strategy will participate in meetings as required to provide background information and context for discussions.
- 7.3. Other content experts will be available to the group, as required.
- 7.4. Delaney + Associates will be responsible for circulating meeting agendas, recording meeting notes and action items.
- 7.5. To ensure advisory group meetings include the full range of community perspectives, Advisory Group members commit to participating fully in the group process.
- 7.6. If a member is out of town for a scheduled meeting, efforts will be made to support their participation by teleconference.
- 7.7. Should any member miss more than three meetings, the member will be asked to remove themselves from the group.
- 7.8. Members will be engaged, constructive and respectful of other members' perspectives.

7.9. Members are asked to share information about the group's work with and listen to input from community members and other interested groups and individuals.

7.10. Members may be requested to review material in advance of meetings in order for meetings to be efficient and effective.

8. Expenses

Members will not be compensated for the time spent; however, complimentary meals will be provided for members during meetings.