



COMMUNITY ADVISORY COMMITTEE

TERMS OF REFERENCE

December 16th, 2021

Revised as of February 24th, 2022

These terms of reference define the purpose, structure and role of the Community Advisory Committee (CAC) for the Campus Vision 2050 (CV2050) planning process, which is expected to run from early 2022 through 2024. It sets out the mandate, roles and expectations for how the committee, UBC Campus + Community Planning (C+CP) staff and others will work together.

What is Campus Vision 2050?

The University is embarking on a comprehensive land use planning process that will shape how UBC's Vancouver campus will change and grow over the next 30 years. CV2050 is a two-and-a-half-year public planning process to update two key land use policy documents for UBC's Vancouver campus: the [Land Use Plan](#) and the [Vancouver Campus Plan](#)—the first major updates in over a decade. It will lead to a long-term vision and ensure the future direction for the campus builds on what makes UBC a special place and enhances the livability, sociability and character of the campus within its unique context.

The CAC is one part of a broader engagement process designed to be transparent, inclusive, equitable, and flexible to ensure it responds to the interests and needs of the institution, the community and Musqueam throughout the process. It will also be undertaken in the context of close coordination and information sharing with other governments and agencies that have interests or roles on the Point Grey peninsula.

Purpose and Role of the Community Advisory Committee

The purpose of the CAC is to provide ongoing advice to CV2050's public engagement process, plan development and recommendations. The CAC will consist of representatives of Musqueam, students, faculty, residents and the UNA, staff, and alumni who have an interest in the future of the Vancouver campus. CAC members will likely have opinions and express opinions that are different from one another - consensus is not expected, nor sought. One intent of the committee is to help surface and understand differing perspectives that arise during the planning process.

Key responsibilities of the CAC include:

- Act as a soundboard – a venue where ideas can be suggested and tested – for the project team, providing a sense of the broader communities' interests and concerns
- Review and provide input and advice into plan materials (including principles, strategies, ideas, issues, analysis of options, etc.)
- Provide input and advice into plan recommendations, which will be documented and conveyed to the Board of Governors

- Advise on how to enhance the public engagement process
- Share project information and encourage participation through members' networks (with C+CP staff assistance) as appropriate to support project communications

See Attachment 1 for Community Advisory Committee Code of Conduct, and additional responsibilities below.

Composition

Given the diversity of the campus community, C+CP will strive to recruit committee members with diverse backgrounds, experiences, and views to enable a committee with a broad range of perspectives and voices. The CV2050 CAC membership will be:

- Musqueam representatives x 2
- Students:
 - Alma Mater Society (AMS) x 1
 - Graduate Student Society (GSS) x 1
 - Student at large x 2
- Senate Academic Building Needs Committee (SABNC) x 1
- Faculty at large x 4
- Residents:
 - University Neighbourhoods Association (UNA) x 1
 - University Faculty and Staff Tenants Association (UFASTA) x 1
 - Neighbourhood Residents at large x 2
- Staff at large x 3
- Alumni at large x 2

Some participants will be representing an organization (e.g. AMS, GSS, UNA), while others will be “at large.” Members may have multiple UBC affiliations (e.g. resident and staff, alumni and faculty), and some will also be members of other organizations, groups, or clubs. With the exception of those appointed as representatives of organizations, committee members are not expected to represent affiliate groups on the CAC but are welcome to share these groups' interests at meetings.

Members representing the AMS, GSS, and SABNC may send an alternate in member absence, while at-large members will need to stay up to date via other members of the committee. Members will need to send the name of their alternate to the Chair.

Selection Process

Representatives of organizations will be selected by the organizations they represent. “At large” positions will be selected by an application process posted on the CV2050 website between December 16th 2021-January 16th 2022. Where the number of applicants exceeds the needs, C+CP will seek to fill member positions based on achieving gender balance, a range of lived experience, age, and cultural diversity. If missing voices are identified, there will be flexibility to appoint additional members during the project term.

Governance

The CAC will work with C+CP staff in parallel with a UBC Administration Advisory Committee (internal UBC strategic guidance and policy alignment), an External Advisory Committee (technical coordination between UBC and external agencies and jurisdictions), and alongside engagement with Musqueam and the broader UBC community. See Attachment 2 for Project Governance.

Meetings are expected to be held informally and not strictly adhere to Roberts Rules. Meetings are expected to be closed to members of the general public, except when determined by the Chair and Staff to be open to the general public. Meeting notes will be prepared by C+CP staff and reviewed and approved by CAC members.

In addition to the responsibilities described above and in the attached Code of Conduct, members have responsibilities attached to their role(s) on the committee:

CAC Chair(s)

The CAC Chair(s) will be selected by the committee. The Chair(s) will be supported by a staff team, including a professional facilitator if needed.

CAC Chair(s) - additional responsibilities:

- Ensure committee activities are consistent with the committee terms of reference and mandate
- Be accountable to the committee, and act as a liaison between the committee and staff
- Call meetings and develop the agenda for meetings (in collaboration with staff and reflecting committee input)
- Chair meetings of the committee, including facilitating dialogue and respectful debate, while inviting and identifying different opinions (in collaboration with facilitator and /or staff)
- Oversee any issues raised with respect to conflict of interest and violation of the committee's code of conduct (in collaboration with staff)
- Participate in the process for selecting alternate members, if vacancies arise during the project term
- Appear as delegations to the Board Advisory Committee on Campus Vision and Rapid Transit when required

Members representing organizations - additional responsibilities:

- Provide regular updates on CV2050 to organizations members are representing. C+CP staff may also have interactions with member's organizations as part of the engagement process.
- Provide insights from the perspective of the organizations members are representing to the committee. This would not replace any formal role, decision-making or responses member's organizations may have in the planning process.

"At Large" members - additional responsibilities:

- Provide insights from personal experience and perspective, as well as what has been learned about the experience of others. Members are not expected to "speak for" specific affiliation(s) / group(s). C+CP staff will also have interactions with different groups as part of the engagement process.

Staff Support

In addition to supporting the Chair(s) and administration of the committee, C+CP staff and the consultant design team will support the CAC with technical information, analysis, draft work and communications materials.

C+CP Staff responsibilities:

- Organize meetings, including proposing and confirming dates / times, handling invitations, and providing venues and refreshments
- Distribute meeting agendas and materials at least one week in advance where possible

- Draft, amend (with input from Chair) and distribute meeting minutes
- Collect, document and respond to committee inputs into the planning process, such as information, data and comments / reviews of materials, and reflect this input to the Board of Governors at decision milestones
- Provide additional resources to the committee, such as facilitation and cloud services / sharing, if required

Term and Schedule

The CAC will operate throughout the duration of the CV2050 process. Members are expected to attend meetings of up to 2 hours each approximately once a month, review and provide comments on project materials, and may also be asked to participate in additional workshops over the 2.5-year planning process. Meetings are expected to be held in the early evening on weekdays, while workshops may take place on weekends. Some meetings may be held online, but most workshops and meetings are expected to be in person.

Members are asked to commit for the full project term, although it is recognized that in a university setting, participation for the full duration of the project may not be possible. If vacancies arise during the project term, C+CP will coordinate with the respective agencies or advertise the opening to identify alternates as required.

Acknowledgement and Remuneration

Members of the CAC serve on a voluntary basis, but members will be recognized and acknowledged for their contribution to the project. Musqueam, students and student family members at large will receive an honourarium. Additionally, members may be supported where necessary to enable their participation (see Supporting Equity, Diversity and Inclusion below).

Conflict of Interest

A conflict of interest is when an individual has personal interests that may influence their judgment. Conflicts of interest occur when aspects of members lives intersect or overlap with their role on the committee, and can come from people members are related to, financial interests, activities outside the committee, and more. Members of the CAC must confirm and declare any real or apparent conflict of interest at each meeting, given that individual circumstances may change from time-to-time. For more information on conflicts of interest please visit: <https://universitycounsel.ubc.ca/subject-areas/coi/>

Public Health Restrictions

Committee meetings, workshops and other activities will be held in line with public health restrictions as well as in accordance with UBC policies. See <https://covid19.ubc.ca> for more information.

Supporting Equity, Diversity and Inclusion

Equity, diversity and inclusion is a university imperative that underpins the entire CV2050 process. C+CP staff will ensure the CAC is fully accessible by providing additional supports to enable the participation of all committee members, including but not limited to: requested accommodations, translation services, living wage honorariums, a childcare stipend, and access to quiet space with computer and internet for remote sessions.

Attachment 1 – Code of Conduct: Expectations for a Respectful Environment

The university acknowledges, and is grateful for the time, energy, and contributions of the Campus Vision 2050 Community Advisory Committee (CAC).

CAC members are expected to conduct themselves in a manner that contributes positively to an environment in which respect, diversity, opportunity and inclusiveness are valued, so as to assure the success of both the individual and the community. By joining the Campus Vision 2050 Community Advisory Committee, all members agree to embody, uphold and be accountable to the following commitments:

Respect

Commitment to engaging in positive and constructive discussion with other members that is respectful of and compassionate towards others' perspectives. Disrespectful, offensive, racist, or aggressive behaviour will not be tolerated.

Compassion

Commitment to embark on a shared learning journey, and be conscious of and compassionate towards the diversity of lived experiences, perspectives, and values of fellow members.

Integrity

Commitment to learning together, admitting if / when mistakes are made, and to co-creating a safe and brave space where all perspectives are listened to, considered and respected.

Preparation

Commitment to be prepared for meetings, workshops and review of materials. All project material and updates will be distributed to members, ideally a minimum of one week prior, to all meetings.

Attendance

Commitment to attend meetings and workshops for the 2.5-year duration of the project, or as long as the member can reasonably commit.

Confidentiality

Commitment to maintain confidentiality of any confidential project materials, as well as confidential information shared by fellow members and people who present to the committee. Individual stories from committee members can only be shared when permission is explicitly given. CAC Chair(s) will determine with C+CP staff which meetings and workshops are closed vs. open to members of the public.

Communication

In the spirit of soundboarding emerging ideas, members are expected to keep meeting and workshop proceedings confidential and not share them through their public or private communication channels unless sharing project information is the intention to support a project communications activity. Official channels to communicate about the project will be managed by C+CP staff.

Media

If individual members receive media enquiries about the project, such inquiries should be referred to Tyler Harbottle, Senior Communications Strategist (tyler.harbottle@ubc.ca)

Further Resources

CAC members may have differing opinions, and staff and facilitators will encourage debate and discussion of complex issues throughout the CV2050 planning process. UBC's [Equity & Inclusion Office](#) has put together resources to help support individuals and groups to work through difficult conversations. CAC members are encouraged to familiarize themselves with the following:

- [Resources for Respectful Debate](#)
- [UBC HR's Steps to Resolve Conflict](#)
- [UBC's Statement on Respectful Environment for Students, Faculty and Staff](#)
- [Equity and Inclusion Glossary of Terms](#)
- Any UBC, professional, or other codes of conduct that apply to you (e.g. [Student Code of Conduct](#), faculty-specific codes, etc.)

Attachment 2 – Campus Vision 2050 Project Governance

