



**TERMS OF REFERENCE**  
**Crystal Pool Wellness Centre Replacement Project**  
**Project Advisory Group**

These terms of reference apply to the Crystal Pool Wellness Centre Replacement Project Advisory Group. They are intended to provide a general outline of the purpose, function and expected outcomes of the Project Advisory Group.

**About Crystal Pool Wellness Centre Replacement Project**

In late 2016, City Council directed staff to develop a plan for the future of the aging Crystal Pool facility. Subsequently, the project team conducted a technical analysis, and developed a schematic design for a new facility within Central Park, based on public consultation. In the fall of 2018, Council directed staff to explore changes to the project scope and consider alternative sites based on concerns raised in the local neighbourhood.

In mid-2019, Council directed staff to revisit the objectives, scope and schedule of activities related to the project and to develop and apply an “equity and affordability lens” for the project. The introduction of a new Project Advisory Group is one of the improvements recommended by the project team to align with Council direction.

**Purpose**

The purpose of the Project Advisory Group is to ensure participation from the interested community groups in project planning discussions. Group discussions will be led by an independent third-party facilitator and provide inputs into project decisions.

Members of the PAG will serve an important role in connecting the larger community to the project and the various viewpoints.

**Members of the Project Advisory Group will:**

- Participate in meetings with the Process Facilitator
- Provide advice and recommendations to the project team on ways to reach project outcomes for the community
- Promote awareness of the project and public engagement opportunities through their networks
- Provide input on the program and siting options for the new facility

**Composition**

The Project Advisory Group will be comprised of up to 15 members. To the extent possible, membership should reflect the diversity of the local community including age, ethnicity, gender, family status, housing status, income, ability, employment status, language, through the identification and active recruitment of members and representatives of underrepresented groups and equity-seeking populations.

Project Advisory Group membership will include representation from, but not limited to:

- Community/Neighbourhood Associations (North Park, Hillside-Quadra)
- Facility users
- Indigenous people
- Multi-cultural groups and new Canadians
- Residents
- Citizens living with disabilities
- Local businesses and service providers
- Youth
- Families
- People with lower incomes
- Seniors

### **Commitment**

The Project Advisory Group will meet with staff approximately once every two months for approximately one year.

### **Responsibilities**

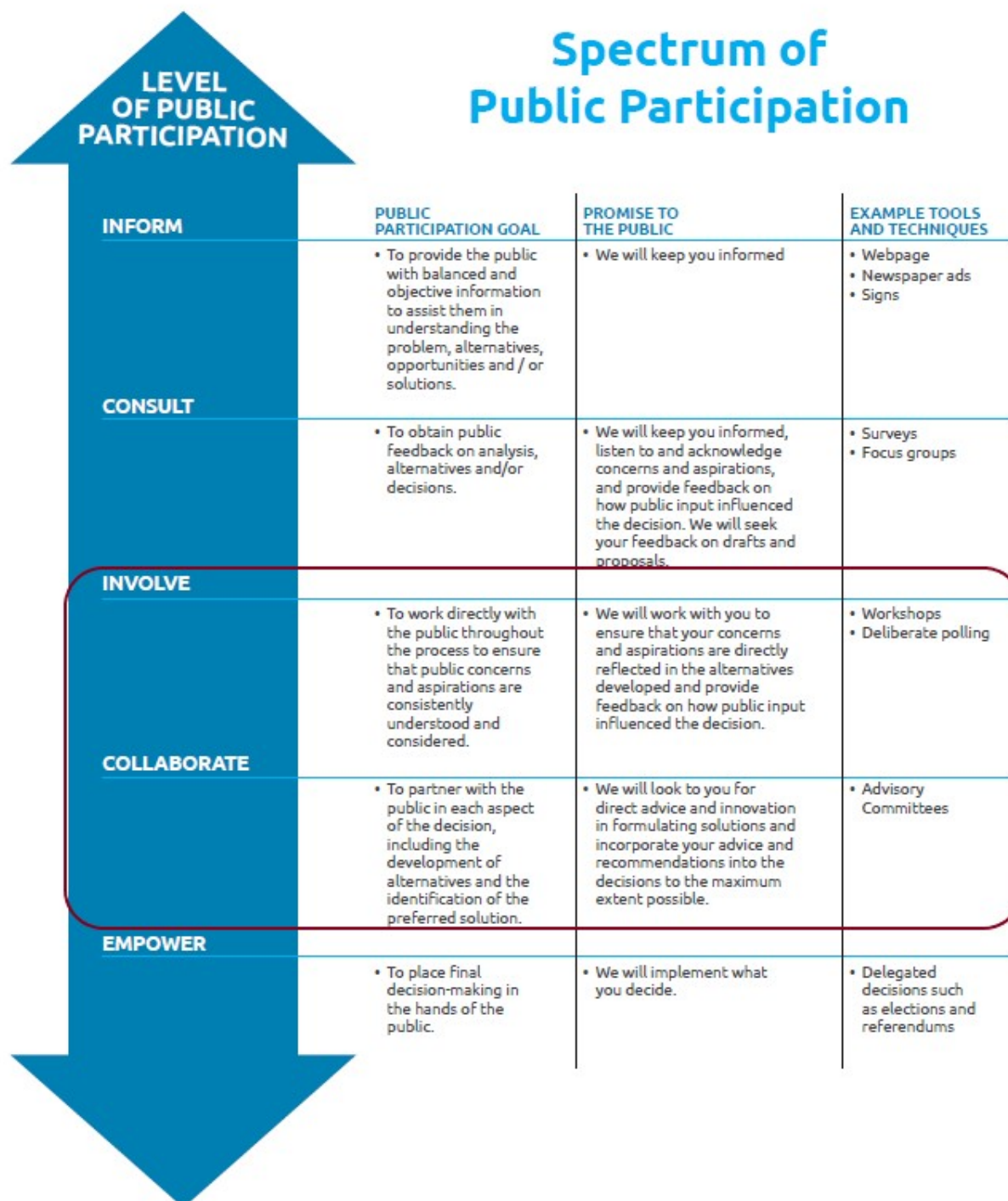
The responsibilities of the Project Advisory Group members include:

- Attending PAG meetings
- Responding to communications from the Facilitator;
- Following meeting procedures and Code of Conduct;
- Reviewing and provide feedback on draft documents or material as requested;
- Attending public engagement sessions;
- Consider the broader public input, analysis, objectives of the community when participating in making recommendations;
- Work collaboratively and be open to new ideas and perspectives.

The Project Advisory Group members agree to fulfill the roles and responsibilities outlined. Representatives who are unable to meet these expectations may be excused from the Project Advisory Group. Any vacant position may be filled by the Facilitator.

## Participation

The process is intended to focus on the “collaborate” and “involve” levels of public participation, as identified by the City’s Engagement Framework.



## Process Facilitator

The PAG will be supported by an independent third-party professional who will facilitate the discussions of the group. The Facilitator will chair each of the PAG meetings and manage the agenda and notes for each session.

### **Establishing Project Advisory Group**

The City will post information on the PAG, including meeting dates and outcomes, along with application and selection details for any vacancies on the Victoria.ca website. Applications will be reviewed by the independent Facilitator and recommended to the PAG on behalf of the project team.

### **Budget and Remuneration**

The cost for the Project Advisory Group is included in the overall project budget and will cover reasonable costs including, but not exclusive, of: catering, meeting materials, Facilitator, and administrative support. No remuneration will be provided to Project Advisory Group members.

### **Consensus Advice**

The Project Advisory Group provides advice to the project team. Where possible, group consensus will be sought, however minority opinions will be considered to have merit and be noted. No votes will be held to determine the group's position.

### **Conflicts of Interest**

PAG members or their immediate family must not be employed with the City of Victoria, either through direct employment or a business relationship of any type.

### **Declaring Conflict of Interest**

Project Advisory Group members are required to declare the nature and extent of any conflict of interest to the process facilitator immediately after the relevant facts come to the member's attention.

### **Observers**

Project Advisory Group meetings are open to the public. Individuals may attend meetings to observe, but may not participate in the discussions.