

## Flight PS752 Memorial Advisory Panel

### 1. Purpose

This document outlines the parameters of the PS752 Memorial Advisory Panel (hereinafter, the advisory panel), that will guide and support the selection of a design team to will deliver the Flight PS752 memorial at Jack Loucks Court in Lower Lonsdale (West 1<sup>st</sup> Street).

The intent is to ensure that the memorial is designed and selected by a publicly accountable process combining expert evaluation and community input.

### 2. Background and Overview

On January 8<sup>th</sup> 2020, Ukraine International Airlines Flight 752 was shot down minutes after taking off from Tehran by an Iranian surface-to-air missile. Fifty-five Canadian citizens and thirty permanent residents were among the 176 people killed in this national tragedy.

The City is working together with the community to create a permanent public art memorial dedicated to those who lost their lives in the downing of Flight PS752. In January 2023, the provincial government made a contribution towards building the memorial to honour the victims.

The site for the memorial is located on the shared, ancestral and unceded territories of Sk̓w̓x̓wú7mesh Úxwumixw (Squamish Nation) and səliłwətał (Tsleil-Waututh Nation). It is anticipated that the memorial design will take an integrated landscape approach and involve some park improvements at Jack Loucks Courts.

### 3. Mandate and Scope of Activities

3.1 Together with City project representatives, the advisory panel will perform the following functions as it relates to the PS752 design process:

- Work with the City to develop the Expression of Interest (EOI) and related evaluation criteria;
- Based on the pre-established EOI criteria, review and evaluate submissions to create a shortlist of design teams to develop a shortlist of teams;
- Review and evaluate the RFP submissions based on the pre-established evaluation criteria;
- Share insights from the community/networks/professional experience;
- Provide additional feedback as required throughout the design process.

3.2 Length of term

The memorial advisory panel will operate until such time as the design team is selected, the final concept is determined.

### 3.3 Meeting and administrative procedures

The panel will hold meetings on an as-needed basis, as determined by staff. Meetings will be held in person or via electronic means.

### 3.4 Reporting and accountability:

The advisory panel reports to the designated CNV staff representative and must follow the Code of Conduct set out in "Council Procedure Bylaw, 2015, No. 8500".

## 4 Advisory Panel Composition

4.1 Staff anticipate an advisory panel of five (5) voting members. A panel of non-voting advisors will be determined on an as needed to provide technical information or advice to the design team or advisory panel. Panel representation may include:

- City staff designate
- Design professional (architect and/or landscape architect)
- Impacted or special interest holders (family member of victim or representative)
- Artist recognized in their field
- Artistic or cultural professional with experience in a related field (commemorative practice or memory studies)

4.2 The non-voting technical advisory panel professionals will be determined by staff based on subject matter expertise. Representation may include:

- City project staff
- Technical staff
- Special event planning
- City Public Art Officer

## 5 Appointment and Evaluation

5.1 An application will be posted for all interested candidates to complete. The application form will be submitted to the City for staff review.

5.2 All potential candidates that demonstrate the necessary qualifications may participate in an interview with City project representatives.

5.3 Staff will recommend advisory panel members to the Chief Administrative Officer (or designate) for final appointment.

## 6 Code of Conduct

6.1 Advisory panel members are required to exhibit:

- Generosity of spirit and open-mindedness.
- An ability to work collaboratively towards consensus in a group discussion environment.

The City of North Vancouver expects all members to adhere to its core corporate values of behavioural excellence, service excellence, leadership, accountability, communication, value and teamwork.

6.2 Advisory panel members must ensure there is no potential conflict of interest; (i.e.: there is no personal gain or personal relationship with artists or design teams shortlisted or selected).

## **7 Communication and Reporting Relationship**

7.1 Communication to the media or responses to media queries will be coordinated solely through the City staff project representative.

7.2 The advisory panel shall make recommendations through the City staff project representative to the Deputy Director of Parks and Public Space and Chief Administrative Officer.

## **8 Panel Remuneration**

8.1 This is a volunteer opportunity so there is no remuneration for appointees.