

Agreement for Productive Group Work

City of Vancouver Group Members: Lindsay, Tom, Andrew, Maria, Will and Allison

Planning 540A: Omnibus: Becoming a Good Sustainability Practitioner

October 13, 2010

For our case-study we intend to analyze the planning procedures involved in the City of Vancouver's Cambie Corridor Planning Program. This group agreement outlines how we plan to work together through the analysis of our case. The goals, individual roles and operating and submission procedures outlined have been collectively agreed upon.

It is our goal to use the case of the Cambie Corridor Planning Program to gain a greater understanding of the practice of sustainability planning. Several other goals we would like to achieve include: 1) applying the frameworks of analysis developed in class; 2) enhancing our knowledge of planning processes in British Columbia; and 3) improving our leadership and facilitation skills (Dorcey, 2010).

Work will begin on our case-study by conducting preliminary background research (by October 13th). We have delegated roles for this research based on the analytical framework outlined in our assignment (ibid.). These roles are provided in the table below:

Research Question	Group Member
What are the origins and goals for this planning process?	Lindsay
Are there comparable case-studies that might be helpful in understanding this planning process?	Andrew
What is the governmental and governance framework for this planning process? Does it involve different levels of government? Other non-governmental stakeholders?	Allison
What policies are being applied or developed, particularly those relating to sustainability? How is sustainability defined or implicitly being addressed in this planning process?	Tom
What kind of planning model(s) in terms of their steps and tasks are being used?	Maria
Who is involved and how in the planning processes? Who are the planners and what are their roles?	Allison
What methods are being used in the planning process?	Will

These roles will be adjusted following preliminary research, as we develop a better understanding of our case and as needed to complete the required deliverables. As listed in the table above we plan to complete the case-study by each analysing separate components of the case. We will also, however,

assign a group leader (on October 13th) who will be responsible for overseeing the research process and for synthesizing individual components into the final report. Other roles we will assign at a later date include the PowerPoint presentation creator and website developer.

We will focus on the City of Vancouver Website, case-studies of transit-oriented development, and news articles as information resources for preliminary research. As research progresses we will seek-out further information resources to meet the needs of our analysis. For example, it may be useful to collect further information and knowledge from employees of the City of Vancouver who are involved in the project.

As we approach deliverable deadlines each group member will aim to distribute their individual components to the group three days early. This will allow time for editing in preparation for submission. The schedule for the submission of deliverables is as follows:

- Agreement for Productive Group Work – October 13th (submission to group October 10th)
- Outline and Preliminary Draft of Report – October 22nd (submission to group October 19th)
- Group Presentation – November 19th or 26th (submission to group November 16th or November 23rd)
- Final Report – December 6th (submission to group December 3rd)

Each group member will be responsible for: submitting individual components of the case-study according to the schedule provided; attending weekly meetings; being considerate of others; communicating effectively; and, acting ethically throughout the project period. The nature of the case-study does not suggest confidentiality will be necessary.

Basic operating procedures we have decided upon for completion of work are as follows:

- We will communicate via emails and in person.
- We will have weekly meetings Wednesday morning in the WMAX lounge at 10 am. If necessary we will schedule further meetings with times and locations working for the majority of group members.
- We will rotate agenda setting, note taking and facilitation roles in meetings so that everyone has a chance to develop these skills.
- We will make decisions by consensus.
- We will resolve disagreements by talking and will vote on solutions if necessary.
- Should an individual submit their components late punishment will require that individual buy a Bellini for Maria and a pitcher of beer for the remaining group members to share. Should this occur on more than one occasion the individual will have to wear Andrew's cow costume to class. See a photograph of the costume below.



The goals, individual roles and operating and submission procedures outlined in this agreement should be considered revisable upon agreement of the majority of the group. It is hoped that this agreement will assist us in conducting work on our case-study as seamlessly as possible throughout the project period.