



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: October 2, 2006  
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Meeting Date: October 31, 2006

TO: Vancouver City Council  
FROM: City Clerk  
SUBJECT: Advisory Bodies Review

#### RECOMMENDATION

THAT Council act on its decision made July 20, 2006, to undertake an analysis of the advisory bodies based on the assessment criteria put forward by the Roles, Relationships and Responsibilities Review Committee.

#### CITY MANAGER'S COMMENTS

The City Manager RECOMMENDS approval of the foregoing.

#### COUNCIL POLICY

Under the Vancouver Charter, s. 159, Council may establish committees as they see fit and under s. 160, these committees of Council stand discharged immediately before the first Monday after December 1 in the year of a general local election.

#### PURPOSE

This report is meant to provide Council with basic factual information about those advisory bodies that are under review.

## BACKGROUND

At the Regular Meeting of Council on January 17, 2006 Council approved the terms of reference for the Roles, Relationships and Responsibilities Review and established a committee of community members to undertake the Review. As part of the Review, the Committee was asked to develop assessment criteria and a process to review advisory bodies. The advisory bodies included as part of the Review are listed in Appendix A.

On July 20, 2006 at the Standing Committee on Planning and Environment, Council considered the recommendations put forward by the Review Committee. At that time Council adopted the assessment criteria for evaluating advisory bodies. Further, Council resolved:

THAT Council undertake a careful analysis of each advisory body according to the proposed assessment criteria and make any desired changes to the City's advisory body system by Fall of 2006.

The assessment criteria adopted by Council include:

- Clear Mandate and Purpose
- Relevance to Municipal Work
- Appropriate Membership and Structure
- Resources
- Reporting Relationships with Council and/or Staff
- Accountability

An excerpt of the Advisory Bodies section of 'Report of the Roles, Relationships and Responsibilities Review Committee' in which the above assessment criteria are described is included as Appendix B.

To assist Council reviewing advisory bodies, attached is factual information about each of the advisory bodies currently under review. This information includes:

- Mandate and purpose
- Membership and Structure
- Resources - currently provided
- Reporting relationship with Council and/or staff

In addition, staff have identified those advisory bodies considered to be integral to existing City processes. These advisory bodies are fully-integrated to these processes. Major changes to these advisory bodies would require changes to City processes.

This information is included in this report as Appendix C. Subjective advice is not included, such as: the relevancy of mandate of each advisory body; the clarity of the mandate; the appropriateness of the membership and structure; and accountability.

## DISCUSSION

This report brings back to Council its decision to assess the advisory bodies under review using the assessment criteria agreed at the July 20<sup>th</sup> Planning and Environment meeting and make

any changes desired. In addition to the information provided in Appendices B and C, Council may wish to consider the following questions as they review each advisory body:

#### Clear Mandate and Purpose

- Does the advisory body have a clear mandate or could it be strengthened?

#### Relevance to City Work

- Does the advisory body mandate fit with Council priorities?
- Does the advisory body provide areas of expertise not available from staff or other methods of consultation?

#### Membership and Structure

- Can the membership or structure be improved?
- How often is the advisory body to meet?

#### Resources

- Could the advisory body benefit from having a Councillor and/or staff liaison for the advisory body? If so, which liaison does Council wish to establish?
- Does Council wish to provide a budget for the advisory body? If so, how much and for what purpose?

#### Reporting Relationships

- What reporting relationship is most effective for the advisory body? For example, does Council wish to have the advisory body reporting directly to Council or to staff? If Council prefers the former, how often is the advisory body to report to Council?
- If the advisory body integral to City processes? If so, what alternate reporting mechanisms does Council wish to establish?

#### Accountability

- What mechanisms for accountability does Council wish to establish for the advisory body?

### FINANCIAL IMPLICATIONS

There are no financial implications.

### CONCLUSION

On July 20, 2006 Council adopted the assessment criteria for evaluating advisory bodies as proposed by the Roles, Relationships and Responsibilities Review Committee. At that time Council resolved undertake an analysis of the advisory bodies based on the assessment criteria by Autumn 2006.

\* \* \* \* \*

The following advisory bodies are included as part of the Roles, Relationship, and Responsibilities Review:

- Advisory Committee on Disability Issues
- Advisory Committee on Diversity Issues
- Advisory Committee on Seniors' Issues
- Bicycle Advisory Committee
- Building Board of Appeal
- Chinatown Historic Area Planning Committee
- Development Permit Board and Advisory Panel
- Fire and Rescue Services Citizens' Advisory Committee
- First Shaughnessy Advisory Design Panel
- Gastown Historic Area Planning Committee
- Peace and Justice Committee
- Public Art Committee
- Urban Design Panel
- Vancouver Athletic Commission
- Vancouver City Planning Commission
- Vancouver Civic Theatres Board
- Vancouver Heritage Commission
- Women's Advisory Committee
- City Creative Task Force
- Food Policy Council
- Mayor's Working Group on Immigration
- Neighbourhood Engagement Task Force
- Pedestrian Safety Task Force
- Sustainable Purchasing Staff Force
- Vancouver Prevention Task Force

***Excerpt – Report of the Roles, Relationships and Responsibilities Review  
Committee – June 2006***

## ***VI. Advisory Bodies***

The City of Vancouver actively encourages citizen involvement. The City's advisory bodies, legislative processes, consultation practices and partnerships aim to engage a broad range of citizens in City governance. Vancouver's citizens make significant and meaningful contributions to City governance, operations and decision making. Effective citizen involvement is essential to the democratic life of the community and the operations of the City.

Despite the strength of the City's approach to public involvement, the Roles, Relationships and Responsibilities Review hopes that its recommendation will strengthen the contributions made by citizens. The Review has focused primarily on advisory bodies. A list of the City's advisory bodies that are subject to the discretion of Council can be found in Appendix C.

The City's current roster of advisory bodies has grown incrementally over the years. At the time of writing, Vancouver's advisory bodies are diverse in organization, importance and effectiveness. Broadly speaking, advisory bodies fall into five major groups:

- *Bodies required by legislation*, e.g. the Family Court and Youth Justice Committee;
- *Bodies fully integrated into City processes*, which means that the City's processes depend on regular and specific input from an advisory body, e.g. the Development Permit Board;
- *Bodies whose mandate is directed at a specific issue or a particular area of Vancouver*, e.g. the Peace and Justice Committee or the Gastown Historic Area Planning Committee;
- *Bodies that deal with particular groups of citizens*, such as the Advisory Committee on Diversity Issues; or
- *Bodies with administrative functions*, such as the Vancouver Athletic Commission.

In addition, advisory bodies vary in the duration of their operations: committees', boards', and commissions' operations tend to be ongoing, while task forces are more focused, task oriented, time-limited groups.

This diversity of roles reflects the incremental development of advisory bodies. The current structure has arisen piecemeal in response to particular issues, problems and needs. Committees have different mandates, memberships and terms of reference. They relate to Council, to staff and to citizens in several different ways.

The Committee looked carefully at the status quo of advisory bodies in Vancouver. It compared Vancouver with other major Canadian cities. The Committee also discussed the role and influence of particular committees with senior City staff who deal extensively with them. The following table outlines the Review Committee’s observations of the relative strengths and weaknesses of advisory bodies.

Strengths	Challenges
<ul style="list-style-type: none"> <li>· Advisory bodies provide a two way conduit or gateway between a broader community or community of interest and the City</li> <li>· Advisory body work raises important community issues to Council and staff</li> <li>· Advisory Bodies create opportunities for dialogue between advisory body members, Councillors and staff liaisons</li> <li>· Advisory Body Members can have specific knowledge and expertise that helps staff to better understand issues, history and community interests and to more effectively do their work</li> <li>· Members provide early feedback on project specific questions from staff</li> <li>· Advisory Body work can supplement work on Council’s priorities</li> <li>· Advisory bodies signal Council’s particular priorities or concerns related to certain issues or communities</li> </ul>	<ul style="list-style-type: none"> <li>· Unclear, unspecific or misunderstood mandates, purposes and authorities</li> <li>· Confusion of the role of advisory body members, staff liaisons, Councillors</li> <li>· Work of advisory bodies is often not used by Council or staff</li> <li>· Structure and membership of advisory bodies sometimes does not correspond to their mandate</li> <li>· No standards of conduct for advisory body members or advisory body staff</li> <li>· Policy/program recommendations that are submitted to Council for approval without due diligence can disrupt long range planning and budgeting</li> <li>· Insufficient or ineffective use of resources given to advisory bodies</li> <li>· Reporting relationships are often unclear or not relevant to advisory body work</li> <li>· No evaluation or review of advisory body work, work plans or effectiveness</li> <li>· Advisory Bodies can be inappropriately used or influenced</li> <li>· Meeting frequency does not always correspond to the workload of an advisory body</li> </ul>

The City of Vancouver’s current advisory body system needs a number of important changes that should be undertaken as soon as possible. Civic governance is changing and the advisory committee system must keep pace. Some of Vancouver’s advisory bodies are currently weakened by their lack of integration with broader civic goals and Council priorities, unclear relationships with Council and staff, and a lack of clear, appropriate and manageable mandates. Changes will better ensure that the kind of input provided by advisory bodies is what is needed by Council, staff and the community.

### *Criteria for Evaluating Advisory Bodies*

The City needs a clear set of criteria for evaluating advisory bodies that will allow Council to make informed decisions about whether to continue, change, or discharge advisory bodies. The Review Committee has developed and recommends several criteria that will facilitate the evaluation of existing civic advisory bodies and the assessment of new propositions for advisory bodies.

#### 1. Relevance to Municipal Work

The activities of advisory bodies must be relevant to the City's areas of responsibility, work and authority. In some cases, the establishment of an advisory body may reflect a conscious decision of Council to emphasize a particular issue or area of work in which the City does not have jurisdictional responsibility but in which the City and the advisory body has an important role to play. City Council should appoint advisory bodies to reflect its priorities and in areas where it wants the particular advice and input that advisory bodies are able to provide.

#### 2. Clear Mandate and Purpose

To be effective, advisory bodies must have clear mandates. Their purpose, function, workload, responsibilities and authorities must be understood by Council, staff, advisory body members and citizens themselves. Without clarity, advisory bodies may lack direction or pursue work other than that which they were established to undertake.

Advisory body members, Council liaisons, staff liaisons and staff support all have different responsibilities related to their conduct and advisory body work that must also be clearly understood. For example, advisory bodies may not take on work that is outside their mandate and staff liaisons and support are not responsible to take direction from advisory bodies or perform the work related to their mandate.

In addition, advisory bodies should provide information, insights and advice that the City does not obtain through other channels and add value to the operations of the City. Advisory body work should meet a specific need of Council, staff, or the community and should improve or contribute to democracy at the City.

#### 3. Appropriate Membership and Structure

Advisory body members must have members whose role, background and experiences are appropriate to the advisory body's mandate. The membership appointment process must be fair, clear, efficient, appropriate and effective. Wherever possible, advisory body membership should represent the diversity of the community.

Council has the discretion to make changes to the membership of a given advisory body at any point during its mandate. Given the importance of effective, committed and collaborative volunteers that will adhere to the proposed Code of Conduct, the Review Committee felt that it was important to emphasize that membership changes are possible at any point during the term of Council.

Having a Council member as a chair or co-chair of any advisory body may inappropriately politicize the work of the body. In the case of task forces, the Review Committee recommends having no Council representative. In dealing with advisory bodies, Council Liaisons should:

- Serve as an intermediary by communicating the advisory body's work to the rest of Council and reflecting the broader context of local government to the advisory body;
- Not chair or direct the meetings of the advisory body;
- Be expected to attend advisory body meetings, or relinquish the role;
- Ensure that the advisory body's work remains within the bounds of its mandate and authority; and
- Not have voting rights on the advisory body.

Council should establish an advisory body structure that is suited to the purpose of a given advisory body. Ongoing advisory committees serve a different function than project or issue focused task forces, which are again different from committees whose work is integrated into City processes.

#### 4. Resources

Advisory bodies must have resources that allow them to undertake and effectively complete their mandates. Such resources will vary from case to case. For example, some advisory bodies may require access to particular information or expertise. Others may need considerable amounts of time with Council or senior staff if their work is to be done properly. Council needs to make strategic decisions about how it supports advisory bodies given limited City resources.

#### 5. Reporting Relationships with Council and/or Staff

The work of advisory bodies must be received, carefully evaluated and, where appropriate, used by staff and Council. Otherwise, volunteer members will feel that their time and energy is wasted. Each advisory body needs to know where it stands in relation to Council and staff, and how its work relates to City priorities.

Reports to Council ensure that there is ongoing communication and exchange of information between them, and can and should be submitted as often as is necessary or desirable. It is also important that staff have an opportunity to provide advice on any proposals being put forward by an advisory body. This ensures that the broader planning and budgetary context of the City may be taken into consideration.

#### 6. Accountability

Advisory bodies must be held accountable for their work. Under the direction of the advisory body's chair and possibly with the assistance of Councillors and/or staff, regular reviews will ensure that the work of advisory bodies remains relevant and effective. These reviews will provide information for new Councils as they consider their needs for a new term.

In addition, there must be appropriate avenues for recourse in the event that advisory bodies engage in unauthorized work, create legal or financial liability for the City or behave otherwise inappropriately. The proposed Code of Conduct addresses some of these issues, and Council retains the ability to take other action as necessary.

## Advisory Committee on Disability Issues

### Mandate & Purpose

The mandate of the Committee is to work to enhance access to City services for persons with disabilities, and to identify and suggest solutions to gaps and barriers that impede their full participation in all aspects of City life.

#### The Committee:

- advises on matters which affect persons with disabilities, including, but not limited to:
  - consulting with City staff during the design stage of planning to ensure that accessibility and the needs of people with disabilities are addressed in facilities design and renovation;
  - providing City staff with information on issues related to disabilities - e.g., taxi cabs, transportation;
  - providing input on disability issues for inclusion in Council reports - e.g., recent changes to building bylaw;
  - working collaboratively with staff on initiatives/projects to enhance accessibility for people with disabilities - e.g., upcoming initiative to make Vancouver the most Disability Friendly City possible;
  - advising on issues related to accessibility for the 2010 Olympic and Paralympic Games;
- contributes to City programs and policies to ensure that the needs of persons with disabilities are considered;
- views City programs and policies through a variety of lenses, including gender, racial origins, income levels, sexual orientation, age and levels of ability.
- works co-operatively with other civic agencies whose activities affect persons with disabilities;
- engages in outreach to the community of persons with disabilities to disseminate information and encourage participation;
- acts as a conduit for feedback from persons with disabilities on civic matters affecting them;
- supports groups endeavouring to initiate and develop projects to assist persons with disabilities;

### Membership & Structure

- Up to 15 members of the general public
- Three-year term
- Meets up to twelve times per year

### Resources

- One Councillor Liaison
- One staff liaison
- City Clerk's Office provides meeting support

### Reporting Relationships

Reports directly to Council annually

## Advisory Committee on Diversity Issues

### Mandate & Purpose

The mandate of the Committee is to work to enhance access to full participation in City services for Vancouver's diverse communities, including the multicultural, Aboriginal and lesbian/gay/transgender/bisexual communities, and to identify and suggest solutions to gaps and barriers that impede their full participation in all aspects of City life.

#### The Committee:

- advises on matters which affect diverse communities and ensures that the full scope of issues is addressed, including, but not limited to:
  - providing input to civic departments in addressing racism and discrimination issues, e.g. hate crime, graffiti, civic rental policy;
  - addressing issues of concern, e.g. housing, youth and seniors, culture and recreation, and community outreach;
  - working with City staff on civic events which celebrate diversity, e.g. Cultural Harmony Awards, City Hall Lights Program, International Day for the Elimination of Racial Discrimination;
- contributes to City programs and policies to ensure that the needs of diverse communities are considered;
- views City programs and policies through a variety of lenses, including gender, racial origins, income levels, sexual orientation, age and levels of ability.
- works co-operatively with other civic agencies whose activities affect diverse communities;
- engages in outreach to the diverse communities to disseminate information and encourage participation;
- acts as a conduit for feedback from the diverse communities on civic matters affecting them;
- acts as a resource for staff;
- supports groups endeavouring to initiate and develop projects to assist diverse communities;

### Membership & Structure

- Up to 15 members of the general public serving three-year terms
- The Committee meets up to twelve times per year, excluding August.

### Resources

- One Councillor liaison
- Council requests one Park Board and one School Board liaison (elected officials)
- 2 staff liaisons
- City Clerk's Office provides meeting support

### Reporting Relationships

Reports directly to Council annually

## Advisory Committee on Seniors' Issues

### Mandate & Purpose

The Advisory Committee on Seniors' Issues mandate is to work to enhance access to City services for seniors, and to identify and suggest solutions to gaps and barriers that impede their full participation in all aspects of City life.

### Terms of Reference

#### The Committee:

- advises on matters which affect seniors, including but not limited to;
  - providing input on City policies and reports that affect seniors, e.g. Congregate Housing Guidelines, Accessible and Adaptable Design;
  - monitoring and contributing to City programs to ensure that the needs of seniors are considered, e.g. sidewalk safety, crosswalks, pedestrian lights;
  - acting as a resource and providing information to staff doing work which involves seniors e.g. public involvement processes, CityPlan Visioning;
  - providing input on the design of seniors housing applications received by the City;
- contributes to City programs and policies to ensure that the needs of seniors are considered;
- views City programs and policies through a variety of lenses, including gender, racial origins, income levels, sexual orientation, age and levels of ability.
- works co-operatively with other civic agencies whose activities affect seniors
- engages in outreach to the seniors' community to disseminate information and encourage participation;
- acts as a conduit for feedback from seniors on civic matters affecting them;
- acts as a resource for staff doing public involvement processes involving seniors;
- supports groups endeavouring to initiate and develop projects to assist seniors;
- attends City-sponsored public forums to provide information on City programs and receive public input on seniors' issues.

### Membership & Structure

- Up to 21 members of the general public.
- Three-year term
- Committee meets 12 times per year.

### Resources

- One Councillor liaison
- Council asks for one Park Board liaison (elected official) and one staff liaison from the Vancouver Public Library
- City Clerk's Office provides meeting support

### Reporting Relationships

Reports directly to Council annually.

## Bicycle Advisory Committee

### Mandate & Purpose

The Bicycle Advisory Committee's mandate is to provide a safe and convenient cycling environment for commuter and recreational cyclist by improving the existing road network to better meet the needs of cyclists, and by promoting the safe and responsible use of bicycles for transportation and recreation.

The Committee:

- Reviews and advises on bicycle transportation matters;
- Provides input on capital improvement projects involving bicycling facilities;
- Promotes bicycling as a viable form of urban transportation and recreation;
- Evaluates bicycle facilities;
- Promotes motorist and cyclist awareness, competence and safety; and
- Attends City-sponsored public forums to provide information on City programs and receive public input on bicycling issues;

### Membership & Structure

Total of 11 members

- Ten members are appointed by Vancouver City Council (one of whom must represent in-line skaters).
- One member (and one alternate) appointed by the Vancouver Area Cycling Coalition
- Three-year term.
- Meets up to twelve times per year, excluding August.

### Resources

- One Councillor liaison
- Council requests two liaisons (1 politician and 1 staff) from both the Park Board the School Board
- One staff liaison
- City Clerk's Office provides meeting support

### Reporting Relationships

Committee reports directly to Council but input is routinely provided to staff.

## Building Board of Appeal

### Mandate & Purpose

On Building By-law matters, the Board hears appeals of any decision of the City Building Inspector (Director of Permits and Licenses) in respect of interpretation of the By-law, use of new methods of construction or materials, determination of extent of upgrading existing buildings, determination of an unsafe condition, determination of extent of building upgrading affected by Change of Occupancy and reasons for revoking a permit.

The Board may allow or refuse an application for a hearing, or allow, vary or deny an appeal, but in each appeal, it takes into account the general safety, health, and public welfare of occupants and gives due consideration to economic, social and aesthetic concerns when determining the appropriate degree of protection necessary for the safety, health and welfare of the building occupants and the public.

The Board is authorized by the Building Board of Appeal By-law, No. 6135.

### Membership & Structure

- Total of 8 members, with one member being selected from each of the following societies or associations:
  - Architectural Institute of BC
  - Association of Professional Engineers and Geoscientists of BC (Structural)
  - Association of Professional Engineers and Geoscientists of BC (Mechanical or Electrical)
  - Amalgamated Construction Association
  - Housing and Urban Development Association
  - Insurers Advisory Organization
  - Law Society of BC
  - a representative of a self-supporting Association located within the Greater Vancouver Region chiefly concerned with the economic or social interests of Building Users but generally independent of the interests of building owners, regulatory authorities, and the associations
- Three year term
- Meet monthly
- Quorum set at 4

### Resources

- City employee from the Department of Permits & Licenses serves as Secretary
- Council may set remuneration for Board members

### Reporting Relationships

Decision making body - does not report to Council.

## Chinatown Historic Area Planning Committee

### Mandate & Purpose

The Committee

- advises the Director of Planning on matters relating to the HA-1 and HA-1A Zones
- preserves and protects the heritage and character of the Chinatown Area
- works with all City Departments to develop and implement area policies and programs.

### Membership & Structure

- Total of 13 members from the following groups:
  - 2 Architectural Institute of British Columbia
  - 2 Chinatown Merchants Association
  - 2 Chinatown Property Owners
  - 1 Chinese Cultural Centre
  - 1 Chinese Benevolent Association
  - 1 Dr. Sun Yat-Sen Garden Society
  - 1 Heritage Vancouver
  - 1 member-at-large
  - 1 Planning Institute of British Columbia
  - 1 SUCCESS
- Meets monthly
- Members selected by groups as above and appointed by Council

### Resources

- One staff liaison

### Reporting Relationships

The Committee is advisory to staff.

## Development Permit Advisory Panel

### Mandate & Purpose

The Advisory Panel advises the Development Permit Advisory Board which consists of City staff. The Panel reviews plans and models of proposed major developments, attends all meetings of the Development Permit Board, hears presentations from applicants and other interested parties, and advises the Development Permit Board before that body makes its decisions. As advisors to the Board, Panel members are polled for their opinions but do not vote.

### Membership & Structure

- Panel is governed by the Development Permit Board and Advisory Panel By-law, No. 5869.
- Total of nine members as follows:
  - 2 from the development industry
  - 1 from design professionals industry
  - 4 from the general public (1 represents young people)
  - Chair of the Urban Design Panel
  - Chair of the Vancouver Heritage Commission
- No Council members or City employees may be appointed.
- two-year staggered terms
- Meet every 2 weeks

### Resources

Development Permit Board consists of four senior staff members  
Development Permit staff provide meeting support

### Reporting Relationships

The Panel advises the Development Permit Board. It is considered integral to City processes.

## Fire and Rescue Services Advisory Committee

### Mandate & Purpose

The Committee reviews and advises on matters related to the development, operations and future directions of Vancouver's Fire and Rescue Services. The Committee makes recommendations on the Fire and Rescue Services mission and vision statements; strategic plan; and programs, services and budgets. The Committee also reviews and recommends on matters referred to its attention by the City Council, the Fire Chief and/or the community.

### Membership & Structure

- Total of 10 members
- Meets monthly

### Resources

None provided

### Reporting Relationships

Committee is advisory to the Fire Chief. Members appointed by Council.

## First Shaughnessy Advisory Design Panel

### Mandate & Purpose

The First Shaughnessy Advisory Design Panel advises Council, the Development Permit Board, or the Director of Planning, as the case may be, regarding significant development and minor amendment applications in the First Shaughnessy District, with a view to preserving and protecting the heritage and special character of the First Shaughnessy District. The FSADP will also advise the Director of Planning concerning the implementation and effectiveness of the approved planning policies, regulations and design guidelines for the First Shaughnessy District.

### Membership & Structure

- Fourteen members as follows:
  - 4 residents of the First Shaughnessy District who are members of the Shaughnessy Heights Property Owners' Association
  - 4 residents of the First Shaughnessy District;
  - 2 members of the Architectural Institute of BC (AIBC)
  - 2 members of the BC Society of Landscape Architects (BCSLA)
  - 1 member of the Real Estate Board of Greater Vancouver
  - 1 member representing heritage interests who is nominated by the Vancouver Heritage Committee.
- Two year term
- Meets every three weeks
- Quorum - includes Chair and six members including:
  - four resident members;
  - 1 member from the AIBC; and
- 1 member from the BCSLA.

### Resources

One staff liaison

### Reporting Relationships

Advises staff (Development Permit Board and Director of Planning) and Council (as needed).  
Professional members names put forward by professional association and appointed by Council.  
Other members appointed by Council.

## Gastown Historic Area Planning Committee

### Mandate & Purpose

The Gastown Historic Area Planning Committee advises the Director of Planning on matters relating to the HA-2 Zone; preserves and protects the heritage and character of the Gastown Area; and works with all City Departments to develop and implement area policies and programs.

### Membership & Structure

Total of 10 members from Gastown community as follows:

- 1 architect representative
  - 2 business representatives
  - 1 engineer representative
  - 1 heritage representative
  - 1 hospitality representative
  - 1 resident owner
  - 1 resident tenant
  - 2 local property owners.
- 
- Meet monthly
  - Membership appointed by Council

### Resources

Heritage Planning Department - one liaison and one meeting support

### Reporting Relationships

Provides advice to staff.

## Peace and Justice Committee

### Mandate & Purpose

- to establish closer working relationships with cities which are working for peace and justice;
- to work closely with peace and justice organizations in the City to promote peace and justice;
- to collect and exchange information and liaise with other municipalities involved in peace and justice initiatives;
- to consider what initiatives can be taken by municipalities acting together, to further the aim of reducing the possibility of war and ensuring justice;
- to establish Vancouver as a city of peace and justice.

### Membership & Structure

The Committee is comprised of the following members:

- 2 Councillors - serving as chair and vice-chair;
- up to 15 members of the general public, all of whom are residents of the City of Vancouver [one of the citizen members will be chosen as co-chair];
- 1 representative of the Vancouver School Board; and
- 1 representative from the Vancouver Park Board.

Members appointed for 3 years

Committee meets every second month

### Resources

City Clerk support - no other resources provided

### Reporting Relationships

Advisory to Council

## Public Art Committee

### Mandate & Purpose

The Public Art Committee provides advice to staff (including the Development Permit Board) on the City's public art program.

Public Art Committee is governed by City of Vancouver By-law No. 6870.

As of September 2006, Council has approved a review of the City's public art programs and processes. A review of the committee structure is to be taken in the context of the overall review.

### Membership & Structure

- Total of nine members appointed by the City Council:
  - two artists of recognized standing in the art community
  - three other art professionals (artists, designers, gallery directors, curators, historians, educators, conservators, etc.) who have a thorough knowledge of public art, and who are of recognized standing in the art community
  - two urban designers (architects, landscape architects, designers or others)
  - one developer recognized by the community
  - one member of the public
- Two-year staggered terms
- Meets monthly
- Quorum set at five

### Resources

Meeting support provided by City Clerk's department.  
Meetings attended by specific staff members.

### Reporting Relationships

Generally reports directly to staff.

## Urban Design Panel

### Mandate & Purpose

The Urban Design Panel provides advice to the Director of Planning and the Development Permit Board on any proposal or policy affecting the physical environment of the community. In particular, the Panel offers advice on significant development permit applications that will be reviewed by the Development Permit Board or Director of Planning, as well as comprehensive rezoning applications and other projects of public interest.

Membership and terms of reference are set out in by-law No. 4722 as amended.

### Membership & Structure

- The Panel is a professional advisory body composed of twelve members as follows:
  - Six members of the Architectural Institute of British Columbia
  - Two members of the Association of Professional Engineers
  - Two members of the British Columbia Society of Landscape Architects
  - One representative of the development industry from either UDI, GVHBA or BOMA
  - One member of the Vancouver City Planning Commission.
  
- Meets every two weeks, with special meetings convened as necessary.

### Resources

Meeting support provided by Planning department.

### Reporting Relationships

Advice provided to staff. It is considered integral to City processes.

## Vancouver Athletic Commission

### Mandate & Purpose

The Vancouver Athletic Commission controls and supervises professional boxing, kick boxing and wrestling contests or exhibitions in the City of Vancouver. It prescribes the rules of such contests and exhibitions and, if necessary, may prohibit them.

Membership and terms of reference for the Vancouver Athletic Commission are set out in the *Vancouver Charter*, s. 338 and Vancouver Athletic Commission by-law no. 2875.

### Membership & Structure

- Total of five members
  - Four members of the general public
  - One Council member.
- One-year term
- Meetings held as needed.

### Resources

Meeting support provided by City Clerk's department.

Funds are available to the Commission for administrative operations via a tax imposed for occupied seats at each event.

### Reporting Relationships

Decision-making body - does not report to Council (applicants may appeal to Council). It is considered integral to City processes.

## Vancouver City Planning Commission

### Mandate & Purpose

The Vancouver City Planning Commission assists City Council in an advisory capacity by considering and submitting reports on matters relating to planning and development of the City. Other Commission tasks include:

- representing ideas and opinions about the future of the City of Vancouver
- submitting an annual budget proposal to Council
- considering a report to Council on any proposal likely to have a significant effect on the future of the City.

Membership and terms of reference are prescribed in Vancouver City Planning Commission By-law No. 5064.

### Membership & Structure

- Sixteen members:
  - ten members of the general public
  - two Councillors
  - one Parks Board member
  - one School Board Trustee
  - two other members (appointed by above VCPC members)
- 2 year staggered terms
- Meets at least 12 times annually (generally meets every 2 weeks)

### Resources

Councillors are voting members.

Meeting support provided by City Clerk's department.

Annual budget provided to Commission.

### Reporting Relationships

Reports to Council annually but may report as desired.

## Vancouver Civic Theatres Board

### Mandate & Purpose

The Vancouver Civic Theatres Board advises Council on the operation of the Civic Theatres of Vancouver (Queen Elizabeth Theatre, Orpheum and Vancouver Playhouse) and on matters related to their use and improvement, such as:

- forms of entertainment and types of organizations to be specially encouraged to use the theatres
- advantages to be derived from adopting theatre policies or methods used elsewhere
- integration of other facilities and concessions in the operation of the theatres
- annual budget of the Vancouver Civic Theatres
- schedules of rates and rentals to be charged for theatre facilities
- other matters, as they are referred to the Board by the City Council for advice and recommendations
- bringing to the attention of the City Council any matters relating to the theatres which, in the opinion of the Board, merits action on the Council's part.

The Vancouver Civic Theatres Board is appointed by City Council in accordance with Council By-law #3941.

### Membership & Structure

- Total of 7 members
  - 6 members of general public
  - 1 Councillor
- 2 year staggered terms
- Meets monthly

No quorum at present

### Resources

- Director of Cultural Services or Director, Civic Theatres attends meetings

### Reporting Relationships

Committee advice is provided to staff.

## Vancouver Heritage Commission

### Mandate & Purpose

The role of the Commission is to advise Council on the following matters which may be referred to it by Council from time to time:

- the need for preserving heritage buildings, structures, or lands which collectively represent a cross-section of all periods and styles in the City's historic and cultural evolution;
- the costs and benefits of the preservations;
- the compatibility of preservations with other lawful uses of the buildings, structures, or lands;

and in particular, to make recommendations to Council respecting the designation of heritage buildings, structures, and lands and the demolition, preservation, alteration, or renovation of those buildings, structure and lands.

Membership and terms of reference for the Vancouver Heritage Commission are prescribed in Vancouver Heritage Commission By-law No. 4800, as amended by By-law 7547.

### Membership & Structure

- Total of eleven members:
  - ten member of the public and
  - one Councillor
- Staggered, two-year terms.
- Meets every three weeks

### Resources

- Meeting support provided by City Clerk's department
- Staff liaison - staff from Heritage Planning Group (depends on matters under discussion)

### Reporting Relationships

Commission reports to Council.

## Women's Advisory Committee

### Mandate & Purpose

Not established.

### Membership & Structure

No members appointed.

### Resources

Not established.

### Reporting Relationships

Not established.

## City Creative Task Force

### Mandate & Purpose

Task force was established to:

- Review the City's current approach to cultural development and service delivery;
- Undertake an extensive stakeholder consultation process; and
- Identify strategic goals, directions and priority objectives for the City's role in strengthening Vancouver's cultural community.

Task Force to report back to Council

### Membership & Structure

- 17 members:
  - 2 Council members, and
  - 7 community representatives
  - staff from Cultural Affairs, Engineering, Library, Park Board, School Board
- Co-chaired by Council Member and Managing Director of Cultural Services
- Meets monthly

### Resources

Staff time: The Task Force is supported by City staff as well as consultants and other external supports.  
Financial: \$75,000

### Reporting Relationships

Reports to Council with final report at end of term.

## Food Policy Council

### Mandate & Purpose

The Vancouver Food Policy Council supports the development of a just and sustainable food system for the City of Vancouver that fosters sustainable equitable food production, distribution and consumption, nutrition, community development and environmental health. The Food Policy Council provides input/advice to the City's various policy/program initiatives regarding a sustainable food system.

### Membership & Structure

Membership is selected by Food Policy Council and includes 20 members:

- 14 sectoral members from food production, processing, distribution, consumption, access, waste management and system-wide - recruited by the council's membership committee.
- 6 at-large members - elected by Food Policy Council

Staggered, 2 year terms

Meets monthly

### Resources

There are 4 elected liaisons:

- two Councillors (appointed by Council)
- one School Board Trustee
- one Parks Board member

Staff responsible for the City's food policy and programs.

### Reporting Relationships

Food Policy Council provides input to staff on City programs regarding food policy.

## Mayor's Working Group on Immigration

### Mandate & Purpose

The Working Group provides advice to Council on immigration issues. Their mandate is to ensure that the City of Vancouver plays an active role in both federal and provincial immigration policy and program discussion, and in recognition that BC and Vancouver have issues that are unique, the working group was established to:

- Recommend key policy and program direction to Mayor and Council regarding immigration issues;
- Act as a reference group to advise on issues coming out of the FCM Big Cities Mayors Caucus Immigration Working Group;
- Set the context for the City of Vancouver and community partners to have a voice in the development of government policies and programs related to immigrants and refugees.

On October 4, 2005, Council endorsed six Priority Areas identified by the task force:

- Vision and Values
- Policy and Program Development
- Economics, Education and Employment
- Access to Services
- Support to Refugees
- Integration, Engagement and Anti-racism

### Membership & Structure

- Total of 16 members:
  - 15 members of the public, based on representation and expertise in areas of immigration (such as immigrant service organization, business, academic and research, refugee service groups and other professionals).
  - One Council member.
- Co-chaired by a council member and member of the public
- Meet as needed

### Resources

Councillor is a voting member.

### Reporting Relationships

Reports to Council

## Neighbourhood Engagement Task Force

### Mandate & Purpose

The task force was created in Autumn 2005 to examine the policy, legal and financial implications of increased neighbourhood-based decision making in City planning. The Task Force has been on hold since December 2005.

### Membership & Structure

- Former Council member (appointed by Council)
- Vancouver City Planning Commissioner
- Senior staff member (to be assigned by City Manager)
- Undefined number of task force members

Councillor and VCPC member to serve as co-chairs.

### Resources

None specified.

### Reporting Relationships

Task force was to report out to Council once examination was completed.

## Pedestrian Safety Task Force

### Mandate & Purpose

The task force was created in previous Council term (January 2005) to develop and recommend a comprehensive plan to promote pedestrian safety, to formulate city policies that improve the pedestrian environment, and to establish priorities for implementation. Funding to undertake the neighbourhood consultation was not approved during the Budget process. As such, the Task Force did not proceed.

### Membership & Structure

- Task force was to be chaired by former Councillor Anne Roberts
- Membership was to consist of staff from Engineering, Community Service, Police and ICBC as well as transportation experts, pedestrian advocates, and general public.

### Resources

\$25,000 requested but not approved in Budget process.

### Reporting Relationships

Task force was to report back to Council.

## Sustainable Purchasing Advisory Task Force

### Mandate & Purpose

The Sustainable Purchasing Advisory Task Force provides input and feedback in the development of a comprehensive Sustainable and Ethical Procurement Policy.

### Membership & Structure

Membership is selected by staff and includes:

- Pertinent City staff
- One Council member (appointed by Council)
- one representative from each of the Park Board, Library Board and Police Board
- representatives from business, environment and social responsibility
- Co-chaired by Council member and senior staff member

### Resources

- City staff

### Reporting Relationships

The Task Force provides input to staff in the development of policy.

## Vancouver Prevention Task Force

### Mandate & Purpose

The Prevention Task Force provides input and advice to staff on the implementation of the City's prevention strategy.

### Membership & Structure

Members are selected by staff and include community stakeholders and staff from all three levels of government.

### Resources

Drug Policy staff

### Reporting Relationships

The Task Force provides input to staff on the City's prevention strategy.