



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Date: December 11, 2003
Author: Nancy Largent
Phone No.: 604.873.7104
RTS No.: 3853
CC File No.: 3133
Meeting Date: January 13, 2004

TO: Vancouver City Council
FROM: City Clerk
SUBJECT: Selection Process for Appointments to Advisory Bodies

RECOMMENDATION

THAT Council approve the selection process for making appointments to advisory bodies set out in Appendix A of the Administrative Report dated December 11, 2003, entitled "Selection Process for Appointments to Advisory Bodies".

CITY MANAGER'S COMMENTS

The City Manager **RECOMMENDS** that the foregoing be approved.

COUNCIL POLICY

Section 159 of the Vancouver Charter provides that Council may set up Committees as it sees fit. Section 7.3 of the Procedure By-law provides that in its resolution appointing a committee, Council may name the committee members, set out the committee's functions, and appoint a Chair.

On January 11, 2003 Vancouver City Council approved the development of an appointment process based on the selection criteria referenced in Appendix A of the Advisory Body Task Force report dated November 5, 2003, and the creation of a nominating sub-committee of Councillors to screen applications using those criteria.

PURPOSE

At its meeting following the Standing Committee on Planning and Environment on December 11, 2003, Vancouver City Council adopted a recommendation to develop an appointment process based on the selection criteria referenced in Appendix A of the Advisory Body Task Force report dated November 5, 2003, and to appoint a nominating sub-committee of Councillors to screen applications using those criteria. [The selection criteria are attached to this report for information; refer to Appendix C.] The City Clerk was instructed to work out the details of the selection process for Council's consideration, which is set out in this report.

BACKGROUND

On January 16, 2003, Vancouver City Council created an Advisory Body Task Force to review advisory bodies in order to assess the effectiveness of this form of public involvement. On December 11, 2003, City Council approved all recommendations put forward by the Task Force. This included approval of new selection criteria to apply to all Committees (unless otherwise specified in their mandates), and the establishment of a nominating sub-committee of Councillors to screen applications using those criteria. The City Clerk was instructed to work out the details of the selection process for Council's consideration, taking into account the possible roles of Committee Chairs and Liaison Staff,

DISCUSSION

The City Clerk recommends that Council approve the selection process set out in Appendix A, of this report. The process has the following advantages:

- City Council retains full authority to make appointments to its advisory bodies;
- City Council and Committees will have the opportunity to encourage suitable applicants to apply;
- Council will be provided with factual advice on useful skills, experience and backgrounds by Liaison Staff and advisory body Chairs;
- The selection process will be considerably streamlined by the appointment of a Nomination Sub-committee made up of Council members, and by the preparation of summary sheets providing factual information on each candidate.

FINANCIAL IMPLICATIONS

There are no financial implications.

CONCLUSION

The City Clerk recommends approval of the selection process set out in Appendix A.

SELECTION PROCESS - APPOINTMENTS TO ADVISORY BODIES

1. City Council will appoint a Nomination Sub-committee to screen all applications received in accordance with the selection criteria referenced in Appendix A of the Advisory Body Task Force report dated November 5, 2003. The Nomination Sub-committee will consist of a Chair and two members, all of whom shall be Council members.
2. The Nomination Sub-committee will be appointed at the beginning of each Council term.
3. All Council members and the respective advisory bodies will be advised when recruiting is underway, in the event they wish to encourage suitable applicants to apply.
4. City Clerk's Office staff will canvass liaison staff and Committee Chairs to obtain a short list of specific skills, experience and/or backgrounds which would enhance their respective Committees' work, e.g. corporate communications skills, experience with developing alternative housing, or Aboriginal background. Staff and Chairs will also be consulted to obtain information on nominating organizations, if required.
5. City Clerk's Office staff will do a preliminary sorting of all applications received, and prepare a summary sheet for each advisory body, giving the candidates' names, and factual information such as names of nominating organizations, if any, and whether applications/résumés indicate that applicants meet the selection criteria or the requisite skills, experience and background set out or obtained in step 3. A sample summary sheet is attached (refer to Appendix B).
6. The summary sheets and copies of all applications will be provided to the Chair and members of the Nomination Sub-committee. One full set each will also be made available to the Councillors in the Councillors' Secretariat, and to the Mayor's Office.
7. Please note that applications/résumés contain personal information protected under the *Freedom of Information and Protection of Privacy Act*, and will be made available only to members of Council and relevant civic staff. Applications/résumés of appointed individuals will be made available to the relevant civic agency. The personal information contained in these applications/résumés may only be used for the purpose of making appointments to civic agencies.
8. The Nomination Sub-committee will meet In Camera, and will decide which applicants to nominate by majority vote.
9. The Sub-committee will nominate the required number of applicants to fill the specified vacancies for each advisory body. At least two and no more than five alternates (depending on the number of vacancies to be filled) will also be submitted for consideration, in the event that the nominations are not approved by Council.
10. The recommendations of the Nomination Sub-committee shall be submitted to a Regular In Camera Meeting of City Council for consideration.

SELECTION CRITERIA

The City of Vancouver is seeking volunteers to serve on civic agencies. Applicants should be constructive, problem-solving team players, with the incentive and initiative to be pro-active.

Requirements:

Unless otherwise specified in the terms of reference:

Applicants may not be employees of the City of Vancouver;

Applicants must live or work in Vancouver, or have a significant body of experience with Vancouver issues;

Applicants must be able to demonstrate relevant experience OR knowledge, abilities and skills related to the mandate of the civic agency;

Nomination by a community group working on issues related to the civic agency's mandate will be considered an asset [Unless otherwise specified in the mandate of a specific committee, members will not represent nominating groups, but will attend in their private capacities];

Applicants of all ages, genders, neighbourhoods, racial origins, income levels and sexual orientations, and persons with disabilities, are encouraged to apply, in order to appoint civic agencies representative of the broader community, and to address the issues of those communities;

Ability to speak a second language will be regarded as an asset;

Some knowledge of civic services/jurisdiction will be regarded as an asset;

Applicants should be able to serve for the full term of the appointment.