



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: January 5, 2006  
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CC File No.: 08-3000-11  
Meeting Date: January 17, 2006

TO: Vancouver City Council

FROM: City Clerk

SUBJECT: Advisory Bodies to Council - Appointments and Appointment Process

#### CONSIDERATION

- A. That Council appoint those previous incumbents who are willing to serve as interim members to those advisory committees having responsibilities under existing City by-laws, listed as follows, until such time as the advisory body component of the Roles, Relationships, and Responsibilities Review is completed and, pending the outcome of the Review, successors can be appointed through the City's established advisory body appointment process.
- Public Art Committee
  - Vancouver City Planning Commission
  - Vancouver Civic Theatres Board
  - Vancouver Heritage Commission

#### CHOICE BETWEEN B OR C AND D

- B. That the City Clerk be instructed to proceed with the City's established advisory body process for all remaining advisory bodies that were established at the Standing Committee of Planning and Environment on December 15, 2005, listed as follows:
- Advisory Committee on Disability Issues
  - Advisory Committee on Diversity Issues
  - Advisory Committee on Seniors Issues
  - Bicycle Advisory Committee
  - Chinatown Historic Area Planning Committee
  - City Creative Task Force
  - Fire and Rescue Services Advisory Committee
  - First Shaughnessy Advisory Design Panel

- Gastown Historic Area Planning Committee
- Mayor's Working Group on Immigration
- Peace and Justice Committee
- Vancouver Food Policy Council
- Neighbourhood Engagement Task Force
- Pedestrian Safety Task Force
- Sustainable Purchasing Task Force
- Vancouver Prevention Task Force
- Women's Advisory Committee

**OR**

- C. That Council appoint those previous incumbents who are willing to serve as interim members to those advisory committees that had existing membership appointed by Council prior to those committees standing discharged under the Vancouver Charter s. 160, listed as follows, until such time as the advisory body component of the Roles, Relationships, and Responsibilities Review is completed and successors can be appointed through the City's established advisory body appointment process:

- Advisory Committee on Disability Issues
- Advisory Committee on Diversity Issues
- Advisory Committee on Seniors Issues
- Bicycle Advisory Committee
- Chinatown Historic Area Planning Committee
- City Creative Task Force
- Fire and Rescue Services Advisory Committee
- First Shaughnessy Advisory Design Panel
- Gastown Historic Area Planning Committee
- Mayor's Working Group on Immigration
- Peace and Justice Committee
- Vancouver Food Policy Council

**AND**

- D. That, until the outcome of the Roles, Relationships, and Responsibilities Review, the City Clerk be instructed not to advertise for those advisory bodies that were established at the Standing Committee of Planning and Environment on December 15, 2005 but for which Council had not previously appointed members to these bodies, listed as follows:

- Neighbourhood Engagement Task Force
- Pedestrian Safety Task Force
- Sustainable Purchasing Task Force
- Vancouver Prevention Task Force
- Women's Advisory Committee

## CITY MANAGER'S COMMENTS

The City Manager puts forward the above for CONSIDERATION.

## COUNCIL POLICY

Appointments to all advisory bodies of Council are made at the discretion of City Council.

## PURPOSE

The purpose of the report is to provide Council with information on how to proceed with appointments to those advisory bodies that were established at the Standing Committee on Planning and Environment on December 15, 2005 and to outline the City's process for making appointments to advisory bodies to Council.

## BACKGROUND

Under the Vancouver Charter s. 160 all committees of Council stand discharged immediately before the first Monday after December 1 in the year of a general local election. This section does not apply to those committees established under other provincial or federal legislation.

Further, under the Charter s. 159, Council may provide for such committees as it see fit. At the Standing Committee of Planning and Environment meeting of December 15, 2005 Council established the following advisory bodies and appointed the previous incumbents until their successors are appointed:

- Building Board of Appeal
- Development Permit Board Advisory Panel
- Urban Design Panel
- Vancouver Athletic Commission

In addition, at that same Standing Committee meeting Council resolved that the following advisory bodies be established and functioning pending the outcome of the Roles, Relationships, and Responsibilities Review (the Review):

- Public Art Committee
- Vancouver City Planning Commission
- Vancouver Civic Theatres Board
- Vancouver Heritage Commission
- Advisory Committee on Disability Issues
- Advisory Committee on Diversity Issues
- Advisory Committee on Seniors Issues
- Bicycle Advisory Committee
- Chinatown Historic Area Planning Committee
- City Creative Task Force
- Fire and Rescue Services Advisory Committee
- First Shaugnessy Advisory Design Panel
- Gastown Historic Area Planning Committee
- Mayor's Working Group on Immigration
- Peace and Justice Committee

- Vancouver Food Policy Council
- Neighbourhood Engagement Task Force
- Pedestrian Safety Task Force
- Sustainable Purchasing Task Force
- Vancouver Prevention Task Force
- Women's Advisory Committee

Further Council resolved that on January 17, 2006, Council would consider appointments or a process for appointments to these committees.

## DISCUSSION

### Current Process for Appointments to Advisory Bodies

At the Standing Committee of Planning and Environment on December 11, 2003, Council adopted the recommendations of the Advisory Body Task Force which saw the establishment of an appointment process based on defined selection criteria and the creation of a Nomination Sub-Committee of Council. Further, at its Regular Meeting on January 13, 2004, Council approved a process for appointments to advisory bodies. The process includes the following:

- Advertisement - typically October however in year of election advertising is delayed until Council determines which committees they wish to establish or re-establish under s. 159. Advertising in these years typically occurs in February. Concurrently, Council members and the respective advisory bodies are advised when recruitment is underway in the event that they wish to encourage suitable applicants to apply.
- Information Sessions - during the advertisement period, the City Clerk's Department holds information sessions for interested applicants.
- Review of Applications - applications are reviewed by the City Clerk's Department on the basis of the established Council criteria and that factual information is summarized for use by the Nomination Subcommittee of Council. Applications are generally reviewed in March.
- Nomination Subcommittee - the Subcommittee is appointed by Council and consists of three Council members. The Subcommittee meets in-camera to review the summarized applicant information for each advisory body and puts forward recommendations to Council regarding the proposed membership based on majority vote. For those advisory bodies having staggered appointments, the Subcommittee recommends membership for the advisory bodies where existing membership expired or a vacancy exists. Subcommittee meetings begin to occur in approximately mid-March.
- Council Decision - Council considers the recommendations of the Nomination Subcommittee at an In-camera meeting of Council. Typically, due to the number of advisory bodies, the recommendations are considered at more than one meeting. In April, Council begins to make membership decisions.
- Applicant Notification - Applicants are notified of Council's decision following the In-camera at which the advisory body membership was considered.

Council may continue this process of recruitment and appointment. A Nominating Committee has been appointed by Council composed of Councillors Chow, Ladner, and Lee in keeping with this process.

## **Appointments**

As previously indicated in the year of an election all committees of Council stand discharged under the Charter, therefore, membership to those committees is dissolved. The incoming Council may create those advisory bodies they desire and, subsequently, appoint membership to bodies. Where Council opts to establish one or more committees that existed in the previous Council term, Council has the option of appointing new members upon completion of the application process, or appointing the previous members until successors can be appointed through the application process.

## **FINANCIAL IMPLICATIONS**

There are no financial implications.

## **CONCLUSION**

Council has re-established the advisory bodies listed above. Council must now determine how to proceed on appointments to those bodies.

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