



## OTHER REPORT

Report Date: February 13, 2019  
Contact: Councillor  
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Meeting Date: February 27, 2019

TO: Standing Committee on Policy and Strategic Priorities  
FROM: Nomination Subcommittee  
SUBJECT: Establishment of Council Advisory Bodies, the Associated Terms of Reference and Diversity on Advisory Bodies Policy

### **RECOMMENDATION**

- A. THAT Council establish the Type A advisory bodies with terms of reference as set out in Appendix A for a term to end December 31, 2020.
- B. THAT Council establish the Type B advisory bodies with terms of reference as set out in Appendix B for a term to end December 31, 2019.
- C. THAT Council direct staff to undertake a review of the Type A advisory bodies and report back to Council by September 2020.
- D. THAT Mayor Stewart bring forward for Council consideration at an upcoming Council meeting up to two non-voting Councillor Liaisons for each Type A and B advisory body and invite Vancouver Board of Parks and Recreation and the Vancouver Board of Education to appoint a non-voting liaison.
- E. THAT Council direct the City Manager to assign a non-voting staff liaison(s) to each Type A and B advisory body.
- F. THAT Council direct staff to organize quarterly meetings of all advisory bodies to facilitate collaborative opportunities and to receive presentations from staff on matters of common interest.
- G. THAT Council adopt the Diversity on Advisory Bodies policy, as set out in Appendix C.

### **REPORT SUMMARY**

This report recommends approval of the establishment of advisory bodies and their respective terms of references and the Diversity on Advisory Bodies policy.

## **COUNCIL AUTHORITY/PREVIOUS DECISIONS**

As per section 159 of the *Vancouver Charter*, Council may provide for such committees as it sees fit. The former Type A committees (advisory to Council) and Type B committees (advisory to staff) were dissolved on November 5, 2018, as per section 160 of the *Vancouver Charter*.

## **CITY MANAGER'S/GENERAL MANAGER'S COMMENTS**

The City Manager recommends approval of the foregoing.

## **REPORT**

### ***Background/Context***

Under section 159 of the *Vancouver Charter*, Council may set up advisory bodies as it sees fit, through by-law or resolution, and may refer any matter to any committee for report. Further, under section 160 of the *Charter*, all committees of Council stand discharged immediately before the first Monday after November 1 in the year of a general local election.

Previously, advisory bodies operated under a Terms of Reference (TOR) that sets out unique mandates and membership compositions. Advisory body voting members were comprised of members of the public, selected by City Council. Each was assigned at least one non-voting City Council liaison and sometimes assigned non-voting Park and School Board liaisons, depending on the mandate. The role of the City Council and Board liaisons were to:

- provide an information and liaison role between City Council and the advisory body;
- ensure that the advisory body's work falls within the mandate of City Council;
- provide advice and information on City, Park Board and School Board policies and activities respecting the advisory body; and
- transmit advisory body ideas and perspectives to the elected bodies for consideration in their deliberations.

Staff liaisons were also assigned to act as a resource, providing information and advice on City programs relevant to the mandate and work plan of the advisory body.

Each Type A advisory body met formally 6 times per year, with Type B advisory bodies meeting on a monthly basis. Advisory bodies also met informally through sub-committees, established by the advisory body members, on a regular basis. Under the Procedure By-law, each advisory body of Council must report:

- on all matters Council has referred to the advisory committee;
- where the advisory body requires Council's approval for passing a specific resolution; or
- where in the advisory body's opinion, the City's interests so require.

On December 16, 2014, Council established fifteen committees consisting of both Type A and Type B advisory bodies, per section 159 of the *Vancouver Charter* as follows:

*Type A advisory bodies*

1. Active Transportation Policy Council
2. Arts and Culture Policy Council
3. Children, Youth and Families Advisory Committee
4. Civic Asset Naming Committee
5. Cultural Communities Advisory Committee
6. Food Policy Council
7. LGBTQ2+ Advisory Committee
8. Persons with Disabilities Advisory Committee
9. Renters Advisory Committee
10. Seniors' Advisory Committee
11. Urban Indigenous Peoples' Advisory Committee
12. Women's Advisory Committee

*Type B advisory bodies*

13. Chinatown Historic Area Planning Committee
14. First Shaughnessy Advisory Design Panel
15. Gastown Historic Area Planning Committee

Type A advisory bodies are defined as those which are advisory to Council, and Type B advisory bodies are defined as those which are advisory to staff. In accordance with section 160 of the *Vancouver Charter*, these advisory bodies were discharged on November 5, 2018, following the 2018 civic election.

In November 2016, Council placed a moratorium on the creation of Type A and Type B advisory bodies pending a review of existing bodies and how they empower residents that have traditionally been underrepresented in the City's consultative processes. In response, staff undertook a review of the City's advisory body structure which consisted of a survey of Type A advisory body members (79 respondents) and staff liaisons (14 respondents) and semi-structured interviews with all 10 former Councillors. This review reaffirmed the important role advisory bodies play in the City's consultative process and their value to Council's decision-making process. Former Council members and staff noted that they appreciated the advisory body contributions, particularly in providing broad expertise and feedback on the City's programs and policies and alerting the City to emerging issues. The feedback also identified a need to improve committee composition due to a perceived lack of diversity on committees, better define roles and responsibilities of the members and liaisons, reduce the scope of work for advisory bodies and enhance collaboration amongst advisory bodies.

### **Strategic Analysis**

This report recommends that Council renew the 12 Type A and 3 Type B advisory bodies as presented below. It also recommends that Council and the City Manager respectively assign Council and staff liaisons to each advisory body, and invite the Vancouver Board of Parks and Recreation and the Vancouver Board of Education to appoint a non-voting liaison.

Furthermore, this report recommends the adoption of the Diversity on Advisory Bodies Policy which affirms that, for each advisory body, the proportion of members representing equity-seeking groups, as defined within the policy, be equal to or greater than 50%.

### **Type A Advisory Bodies**

#### *Advisory Body Title Changes*

It is recommended that Council establish the Type A committees that are advisory to Council as outlined in Table 1, for a two-year term. To better align advisory body work to emerging priorities of the City, this report recommends the renaming of some Type A advisory bodies (Table 1), and revisions to the terms of reference for each advisory body (Appendix A).

As a point of clarification, a review of the Arts and Culture Advisory Committee is underway, and further recommendations may be forthcoming.

**Table 1 Type A advisory body title recommendations**

<b>Former Title</b>	<b>Revised Title</b>
Active Transportation Policy Council	Transportation Advisory Committee
Arts and Culture Policy Council	Arts and Culture Advisory Committee <sup>1</sup>
Children, Youth and Families Advisory Committee	No change
Civic Asset Naming Committee	No change
Cultural Communities Advisory Committee	Racial Equity Advisory Committee
LGBTQ2+ Advisory Committee	No change
Persons with Disabilities Advisory Committee	No change
Renters Advisory Committee	Affordable Housing Advisory Committee <sup>2</sup>
Seniors' Advisory committee	No change
Urban Indigenous Peoples' Advisory Committee	No change
Vancouver Food Policy Council	No change
Women's Advisory Committee	No change

Proposed changes to the terms of references seek to clarify the purpose, role and scope of each group, and the rules and procedures to their management. These terms were developed in consultation with City Clerk's Office and City staff who served as the staff liaisons. Key sections of this document include:

- Overarching role of advisory bodies (standardized across all groups);
- Unique mandates relevant to their area of focus;
- Reporting and accountability; and
- Terms and membership composition.

<sup>1</sup> The title and terms of reference for this advisory body is subject to revision following the completion of the Creative City Strategy.

<sup>2</sup> It is recommended that the former Renters Advisory Committee be restructured to incorporate the City's current priorities on housing and housing affordability.

### *Joint Advisory Body Briefings*

To enhance the efficiency of the consultative process, the terms of reference require chairs and liaisons across advisory bodies to work collaboratively on identifying opportunities for joint briefing sessions and meetings on issues that impact two or more advisory bodies. To meet this objective, quarterly meetings shall be scheduled for collaborative briefings led by City Staff. This increases opportunities to learn and share across committees, and reduces the need for staff to present the same materials to multiple committees on different occasions.

### *Council of Councils*

Another overarching feature introduced in the terms of reference is the requirement for advisory bodies to present their work annually through the Council of Councils event which many former participants had found worthwhile. Changes to this session will allow for enhanced dialogue between Council and advisory bodies providing even more opportunity for the City to showcase their work and celebrate their accomplishments.

### *Review of Type A Advisory Bodies*

This report further recommends that by September 2020, prior to the expiry of the two-year term, staff undertake a review of all advisory bodies to recommend, if the review deems it appropriate, further improvements to their activities and management.

### **Type B Advisory Bodies**

It is recommended that Council establish the following pre-existing Type B committees that are advisory to staff with terms to end December 31, 2019:

- Chinatown Historic Area Planning Committee;
- First Shaughnessy Design Panel; and
- Gastown Historic Planning Committee.

A shorter term is recommended due to an ongoing review by the Regulation Redesign project staff of these advisory bodies. As staff will report back to Council on proposed changes by December 2019, this report does not propose revisions to their terms of reference.

### **Diversity on Advisory Bodies**

Recognizing that residents from all communities in the City can bring forward valuable perspectives, it is recommended that the demographic composition of advisory committees reflect the diversity of residents in the City. The City of Vancouver's population is diverse in many ways and consists of multiple equity-seeking groups. Equity-seeking groups are defined as communities that face significant collective challenges in participating in society as a result of barriers to equal access, opportunities and resources due to disadvantage and discrimination, marginalization that could be created by attitudinal, historic, social and environmental barriers based on the intersections of age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc. The following provides statistics on Vancouver's population with respect to equity-seeking groups:

- Nearly half of Vancouverites were born outside of Canada, including: immigrant and refugees (32%); permanent residents (10%); and non-permanent residents (5%), including refugee claimants, asylum seekers, and work or study-permit holders; as well as residents with uncertain immigration status<sup>3</sup>;
- The City of Vancouver is located on the unceded homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and sel̓ilwítulh (Tsleil-waututh) Nations

<sup>3</sup> Statistics Canada, 2016 Census of Population

- A majority (51%) of Vancouver's residents are women and girls<sup>4</sup>;
- A majority of Vancouverites are members of racialized communities, including Urban Indigenous residents (about 2% of the city's population), Black residents (1%), and members of other visible minority groups (51%)<sup>5</sup>;
- Vancouver has a large population of young adults, with more than 40% of the population under age 35. It also has a growing senior population, with 15% of the population age 65 and older;
- One in four BC residents lives with a disability that impacts their daily activities. This may include seeing, hearing, mobility, flexibility, dexterity, pain-related, learning, developmental, mental health-related, memory and/or other health conditions<sup>6</sup>;
- The Vancouver region is home to a large and diverse LGBTQ2+ population, with 12% of Vancouver adults identifying as lesbian, gay, bisexual, transgender or gender diverse<sup>7</sup>;
- One in five Vancouverites live below Canada's poverty line, and over 40% make less than the equivalent of a living wage<sup>8</sup>; and
- More than half of Vancouver households are rented<sup>9</sup>.

To ensure that the City's advisory bodies system incorporates principles of equal opportunity, it is recommended that Council adopt the Diversity on Advisory Bodies policy (Appendix C) which mandates that the proportion of people from equity-seeking groups on each advisory body be equal to or greater than 50%. This Diversity on Advisory Bodies policy is in addition to the City's existing Gender Equity Policy.

Moreover, this policy also formalizes existing recruitment practices to achieve:

- 100% representation of people who self-identify as women for the Women's Advisory Committee;
- 100% representation of the Urban Indigenous Peoples for the Urban Indigenous People's Advisory Committee; and
- 100% visible minority representation for the Racial Equity Advisory Committee.

This policy supports the City's long-term commitment to create a healthy city for all people, reaffirmed through the Women's Equity Strategy, the City of Reconciliation framework, the Access Without Fear Policy, the Trans\*, Gender Variant and Two-Spirit Inclusion Action Plan, and other equity-related and intersectional policies currently in development.

To improve the diversity of the applicant pool and meet the requirements set out in the proposed policy (if approved by Council), staff would revise and enhance the application questionnaire used in the recruitment of advisory body members, inviting applicants to self-identify as members of equity-seeking groups.

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<sup>4</sup> Statistics Canada, 2016 Census of Population

<sup>5</sup> See above

<sup>6</sup> Statistics Canada, 2017 Canadian Survey on Disability.

<sup>7</sup> Demlow et al., Lesbian, Gay, Bisexual and Transgender Community Health Profile, based on Vancouver Coastal Health/Fraser Health, 2013/2014 My Health My Community Survey

<sup>8</sup> Statistics Canada, 2016 Census of Population and 2016 T1 Family File, custom tabulations accessed through Community Data Program, CCSD.

<sup>9</sup> Statistics Canada, 2016 Census of Population.

***Implications/Related Issues/Risk***

***Financial***

There are no financial implications.

***CONCLUSION***

Advisory bodies play an important role in Council's decision-making process. The establishment of these advisory and the approval of the policy Diversity on Advisory Bodies policy will further improve advisory bodies' role in advising Council.

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## Type A Advisory Bodies and Terms of Reference

# Transportation Advisory Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Transportation Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Advises Council on strategic priorities relating to walking, cycling and all active transportation modes, as well as public transit and congestion management, in Vancouver;
- Provides feedback on transportation planning and project such as Broadway Corridors Transportation Planning, Citywide Plan, and more detailed projects like Gastown Complete Streets and the Granville Bridge Connector; and
- Advises Council and staff on Transportation 2040 and Active Transportation Master Plan as they are developed, implemented and updated.

### Reporting and Accountability

The Transportation Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.



*Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

**Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 15 members of the public (8 is quorum) representing all modes of transportation
- 1 non-voting Council liaison
- 1 non-voting Park Board Commissioner liaison
- 1 non-voting School Board Trustee liaison
- 2 non-voting staff liaisons
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

**Remuneration**

Advisory body members shall serve without remuneration.

**Meeting and Administrative procedures**

- The Transportation Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

**Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

## Arts and Culture Advisory Committee Terms of Reference

**NOTE: The Terms of Reference for the Arts and Culture Advisory Committee is subject to revision pending the completion and approval of the City's Creative City Strategy.**

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Arts and Culture Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Advises Council and staff on all civic programs that relate to arts and culture, and ensures that arts and culture is appropriately represented in City plans and policy initiatives; and
- Advises Council and staff on the Cultural Plan for Vancouver 2008 - 2018 as it is developed, implemented and updated.

### Reporting and Accountability

The Arts and Culture Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 15 members (8 is quorum), with thirteen appointed from the community and two appointed, one from each of:
  - Public Art Committee
  - Civic Theatres Board
- 2 non-voting Council liaisons
- 1 non-voting staff liaison
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The Arts and Culture Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## Children, Youth and Families Advisory Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Children, Youth and Families Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Advises Council and staff on matters that relate to children, youth and families;
- Reviews and advises Council and staff on the development, implementation and assessment of City policies and services related to children, youth and families;
- Identifies barriers to participation and engagement for children, youth and families;
- Advocates for the best interests of children, youth and families;
- Initiates and works on projects that enhance access, inclusion and engagement of children, youth and families;
- Identifies opportunities and empower children and youth to have a voice in civic decision making;
- Provides recommendations to staff on issues affecting children, youth and families;
- Provides recommendations to Council on issues affecting children, youth and families;
- If requested by the Court, the Committee is also mandated as a family court committee under the *British Columbia Provincial Court Act* and as a youth justice committee under the *Youth Justice Act*.

### Reporting and Accountability

The Children, Youth and Families Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

*Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

**Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 21 members of the public (11 is quorum) representing the following three age groups in equal thirds:
  - 14 or younger;
  - Between 15 and 21; and
  - 22 or older.
- 2 non-voting Council liaison
- 1 non-voting Park Board Commissioner liaison
- 1 non-voting School Board Trustee liaison
- 2 non-voting staff liaisons
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

**Remuneration**

Advisory body members shall serve without remuneration.

**Meeting and Administrative procedures**

- The Children, Youth and Families Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

**Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## Civic Asset Naming Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Civic Asset Naming Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

The mandate of the Civic Asset Naming Committee is to advise Council on matters pertaining to the naming of City-owned assets, with the exception of assets operated by City of Vancouver Parks and Recreation, and the Vancouver Public Library. The committee:

- Approves names to be added to the Civic Asset Name Reserve List based on input from staff regarding compliance with naming policies and guidelines; and
- Recommends names for new or existing streets and roads, development areas, pedestrian and cycling infrastructure, City-owned assets and facilities.

### Reporting and Accountability

The Civic Asset Naming Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 9 members (5 is quorum), with five appointed from the community and one from each of:
  - Vancouver Historical Society
  - Vancouver Public Spaces Network
  - Cultural Communities Advisory Committee
  - Urban Indigenous Peoples' Advisory Committee
- 2 non-voting Council liaisons
- 1 non-voting staff liaison
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The Civic Asset Naming Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law



## Racial Equity Advisory Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Racial Equity Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Review and advise Council and staff on the development, implementation and assessment of City policies and services related to strengthening ethno-cultural engagement, addressing racism and racial inequities and promoting racial justice and equity in the City;
- Support and advise on cultural celebrations and events in the City;
- Work with Council and staff to identify and research issues, and advocate on behalf of residents to remove barriers to City services and enhance participation in civic life for racial minorities communities; and
- Meaningfully engage with Council, staff, residents and other organizations as appropriate to advance racial equity in the City.

### Reporting and Accountability

The Racial Equity Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and

- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Persons appointed to the Racial Equity Advisory Committee shall meet the following additional criteria:*

- Be a member of visible minority groups.

*Composition:*

- 15 members of the public (8 is quorum)
- 1 non-voting Council liaison
- 1 non-voting Park Board Commissioner liaison
- 1 non-voting School Trustee liaison
- 2 non-voting staff liaisons
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The Racial Equity Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## Vancouver Food Policy Council Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Vancouver Food Policy Council (VFPC) is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

The VFPC's mandate is to support the development of just and sustainable food systems where food is:

- Safe, nutritious, and culturally appropriate
- Affordable, available, and accessible to all
- Produced, processed, marketed, consumed, and waste products reused or managed in a manner that is:
  - Financially viable
  - Protects the health and dignity of people
  - Minimally impacting the environment

This mandate is achieved by advising City Council and staff on policies and plans affecting the food system (including the Vancouver Food Strategy and others) as they are developed, implemented, and updated.

When applicable and to enhance the impact of the advisory body, the VFPC is also available to provide advice to elected officials and staff of the Vancouver School Board and Vancouver Board of Parks and Recreation.

### Reporting and Accountability

The Vancouver Food Policy Council Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

*Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

**Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 21 members of the public (11 is quorum)
- The composition of members should demonstrate a balance of the following areas of expertise (including professional, volunteer, education, and/or research experience):
  - Production;
  - Processing and Distribution;
  - Retail;
  - Food Security, including Financial Accessibility + Availability;
  - Food Waste;
  - Indigenous Food Sovereignty;
  - Resilience;
  - Equity, Diversity and Inclusion
- 2 non-voting Council liaisons
- 1 non-voting Park Board Commission liaison
- 2 non-voting staff liaisons
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

**Remuneration**

Advisory body members shall serve without remuneration.

**Meeting and Administrative procedures**

- The VFPC meets formally at least 8 and no more than 10 times annually (no meeting in August or December).
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

**Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## LGBTQ2+ Advisory Committee Terms of Reference

### **Role of Advisory Bodies**

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### **Authority**

The LGBTQ2+ Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### **Mandate**

- Advises Council and staff on enhancing access and inclusion for lesbian, gay, bisexual, transgender, two-spirit and queer communities to fully participate in City services and civic life; and
- Works with staff to ensure that city facilities and events are accessible for people who identify outside the gender binary.

### **Reporting and Accountability**

The LGBTQ2+ Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 15 members of the public (8 is quorum) with equal numbers of women- and male-identified people with at least one person who identifies outside the gender binary and one seat reserved for an Indigenous person which may not be filled otherwise.
- 1 non-voting Council liaisons
- 1 non-voting Park Board Commissioner liaison
- 1 non-voting staff liaison
- 1 non-voting Vancouver Police Department staff liaison
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The LGBTQ2+ Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## Persons with Disabilities Advisory Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Persons with Disabilities Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Advises Council and staff on enhancing access for inclusion for persons with disabilities to fully participate in City services and civic life.
- Advises on any issues where there are barriers to full inclusion by persons with disabilities;
- Advises on the Accessibility Strategy and Citywide Plan.

### Reporting and Accountability

The Persons with Disabilities Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.



All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 15 members of the public (8 is quorum)
- 1 non-voting Council liaison
- 1 non-voting Park Board Commission liaison
- 1 non-voting School Trustee liaison
- 2 non-voting staff liaisons
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The Persons with Disabilities Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## Affordable Housing Advisory Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Affordable Housing Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Advises council on strategic City priorities relating to affordable housing, including rental, social, co-op and affordable ownership housing;
- Monitors and respond to the impacts of provincial and federal programs and legislation affecting affordable housing, including the creation, management and operations of affordable housing, and landlord and tenant rights and responsibilities; and
- Advises Council on enhancing housing affordability in Vancouver, including opportunities to increase the supply and availability of affordable housing, to protect existing affordable housing, and to increase supports and protections for residents at risk of homelessness or displacement.

### Reporting and Accountability

The Affordable Housing Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest;
- Engages in outreach to disseminate information and encourage participation from constituent communities;

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and

- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Persons appointed to the Affordable Housing Advisory Committee shall meet the following additional criteria:*

- Reside within the City of Vancouver.

*Composition:*

- 15 members, with a target to include a mix of representatives of all affordable housing types, (including but not exclusive to renters, owners, residents of social and supportive housing, and co-op members, with at least half being non-owners)
- 2 non-voting Council liaison
- 1 non-voting Park Board Commissioner liaison
- 1 non-voting School Board Trustee liaison
- 1 non-voting staff liaison
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The Affordable Housing Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## Seniors' Advisory Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Seniors' Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Advises Council and staff on enhancing access and inclusion for seniors' to fully participate in City services and civic life; and
- Monitors City programs to ensure that the needs of the elderly and their families are considered.

### Reporting and Accountability

The Seniors' Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 15 members of the public (8 is quorum)
- 2 non-voting Council liaisons
- 1 non-voting Park Board Commissioner liaison
- 1 non-voting staff liaison
- 1 non-voting School Board Trustee liaison
- 1 non-voting Vancouver Public Library staff liaison
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The Seniors' Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## Urban Indigenous Peoples' Advisory Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Urban Indigenous Peoples' Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Ensure that effective communication and consultation of Vancouver's Urban Indigenous communities play a major role in the efforts of the committee to fulfill its mandate;
- Strive to develop and maintain a positive relationship with other individuals, groups, agencies, and others, who are addressing issues of concern to Vancouver Urban Indigenous Peoples; and
- Advise Council and staff on the *City of Reconciliation Framework* as it is developed, implemented and updated.

### Reporting and Accountability

The Urban Indigenous Peoples' Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.

### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 15 members (8 is quorum) who represent Urban Indigenous Peoples with at least three members identifying as Métis
- 1 non-voting Council liaison
- 2 non-voting Council liaison
- 1 non-voting Park Board Commission liaison
- 1 Vancouver Public Library staff liaison
- 1 Metro Vancouver Aboriginal Executive Council liaison
- 1 non-voting School Board Trustee liaison
- 1 non-voting staff liaisons
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The Urban Indigenous Peoples' Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

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## Women's Advisory Committee Terms of Reference

### Role of Advisory Bodies

The primary role of all advisory bodies is to provide input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies as appropriate;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

### Authority

The Women's Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

### Mandate

- Advises Council and staff on enhancing access and inclusion for women and girls to fully participate in City services and civic life; and
- Advise Council and staff on the Women's Equity Strategy as it is developed, implemented and updated.

### Reporting and Accountability

The Women's Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

#### *Joint meetings with other advisory bodies:*

The Chair and staff liaison work collaboratively with counterparts from other advisory bodies to identify opportunities for quarterly joint-briefing sessions on overlapping issues of interest.

#### *Collaboration with the public and external agencies:*

- Works co-operatively with external agencies whose activities affect constituent communities;
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

#### *Annual reporting activities:*

- Produces an annual work plan with specific objectives by April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

All advisory bodies should conduct their activities in accordance to the Guidelines for Advisory Bodies which set out the roles and responsibilities for advisory body members, chairs / co-chairs, staff and Council liaisons.



### **Terms and Membership Composition**

*Persons appointed to an advisory body shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues in Vancouver; and
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

*Composition:*

- 15 members of the public (8 is quorum) who identify as women
- 2 non-voting Council liaison
- 1 non-voting Park Board Commissioner liaison
- 1 non-voting School Trustee liaison
- 1 non-voting staff liaisons
- The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy

*Length of term:*

- Committee members are appointed until December 31, 2020.
- No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office; and

### **Remuneration**

Advisory body members shall serve without remuneration.

### **Meeting and Administrative procedures**

- The Women's Advisory Committee holds six regular meetings per year, in addition to regular working sessions, generally scheduled during intervening months throughout the year.
- A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned.

### **Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy
- Diversity on Advisory Body Policy
- Procedure By-law

## Type B Advisory Bodies and Terms of Reference

# Chinatown Historic Area Planning Committee Terms of Reference

### Authority

The Chinatown Historic Area Planning Committee is established by Council resolution under authority of the Vancouver Charter section 159.

### Mandate

The committee works to preserve and protect the heritage and character of the Chinatown area (zones HA-1 and HA-1A) by:

- Advising the Director of Planning on matters relating to Chinatown
- Working with all City departments to develop and implement policies and programs that affect Chinatown

### Reporting and Accountability

The Chinatown Historic Area Planning Committee reports to staff.

### Terms and Membership Composition

#### *Composition:*

- The committee consists of 13 members from the following groups:
  - Architectural Institute of British Columbia (two members)
  - Chinatown Merchants Association (two members)
  - Chinatown property owners (two members)
  - Chinese Cultural Centre (one member)
  - Chinese Benevolent Association (one member)
  - Dr. Sun Yat-Sen Garden Society (one member)
  - Heritage Vancouver (one member)
  - Planning Institute of British Columbia (one member)
  - SUCCESS (one member)
  - Member-at-large (one member)
- 1 non-voting Council liaison
- 1 non-voting Park Board Commissioner liaison
- 1 non-voting School Trustee liaison

#### *Length of term:*

- Committee members are appointed until December 31, 2019.
- Members are appointed by City Council for one-year and two-year terms. A newly-elected Council may reappoint members in a one-year term for one additional year. No member may serve more than four years.

### Time Commitment

Monthly meetings last about 3 hours each. Members may also serve on subcommittees which are formed from time to time. Preparation for all meetings is required.

### Remuneration

Advisory body members shall serve without remuneration.

**Meeting and Administrative procedures**

- Meetings are generally held on the second Thursday of each month, except August.
- Member may miss no more than four consecutive meetings without obtaining leave of absence from the committee. Membership will be terminated following the fourth such absence.

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## Gastown Historic Area Planning Committee Terms of Reference

### Authority

The Gastown Historic Area Planning Committee is established by Council resolution under authority of the Vancouver Charter section 159.

### Mandate

The committee works to preserve and protect the heritage and character of the Gastown area (zone HA-2) by:

- Advising the Director of Planning on matters relating to Gastown;
- Working with all City departments to develop and implement policies and programs that affect Gastown.

### Reporting and Accountability

The Gastown Historic Area Planning Committee reports and provides input to staff.

### Terms and Membership Composition

#### *Composition:*

- The Committee consists of 10 members, representing the following groups in Gastown:
  - One community architect representative
  - Two community business representatives
  - One community engineer representative
  - One community heritage representative
  - One community hospitality representative
  - One community resident owner
  - One community resident tenant
  - Two local property owners
  - 2 non-voting Council liaisons
  - 1 non-voting Park Board Commissioner liaison
  - 1 non-voting School Trustee liaison
  - 1 non-voting staff liaison

#### *Length of term:*

- Committee members are appointed until December 31, 2019.
- Members are appointed by City Council for one-year and two-year terms. A newly-elected Council may reappoint members in a one-year term for one additional year. No member may serve more than four years.

### Time commitment

Members may also serve on the Design Review Subcommittee or on another issue-related subcommittee, requiring about three additional hours a month. Significant preparation time is required for all meetings.

### Remuneration

Advisory body members shall serve without remuneration.

### Meeting and Administrative procedures

- The committee generally meets on the third Wednesday of each month, except August.
- Member may miss no more than four consecutive meetings without obtaining leave of absence from the committee. Membership will be terminated following the fourth such absence.

# Diversity on Advisory Bodies Policy

## PURPOSE

The City is committed to a fair and equitable advisory body appointment process that achieves representation reflective of the diversity of the City of Vancouver. The purpose of this policy is to establish targets to achieve diverse demographic composition on advisory bodies.

## SCOPE

This policy applies to appointments to advisory bodies established by Council.

## DEFINITIONS

Equity-seeking groups	means communities that face significant collective challenges in participating in society as a result of barriers to equal access, opportunities and resources due to disadvantage and discrimination, marginalization that could be created by attitudinal, historic, social and environmental barriers based on the intersections of age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc.
Visible minorities	means persons, other than Indigenous peoples, who are non-Caucasian in race or non-white in colour. The visible minority population includes but is not limited to: South Asian, Chinese, Black, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean and Japanese people.

## POLICY STATEMENTS

### 1. Appointments to advisory bodies

- 1.1. Each advisory body shall be comprised of a membership of fifty percent (50%) or greater of people from equity-seeking groups.
- 1.2. Each advisory body shall be comprised of a membership of fifty percent (50%) or greater of people who self-identify as women.
- 1.3. Additional recruitment objectives specific to individual advisory bodies will be provided in the respective Terms of Reference.
- 1.4. Despite sections 1.1, 1.2 and 3.1, the City will aspire, but is not required, to achieve the established composition objectives in the appointment of members to advisory bodies which provide technical advice to staff.

### 2. Recruitment and Outreach

- 2.1. To assist efforts in achieving the objectives set out in this policy, applications will include optional self-identified information.

### 3. Vacancy

- 3.1. In the event where during the appointment process Council cannot meet the membership objectives set out in this policy, due to lack of sufficient applicants or for another reason, a temporary appointment of one year or less may be used to fill a vacancy.

Next review date

12/31/2020