

Vancouver City Council COVID-19 Recovery Committee
Terms of Reference

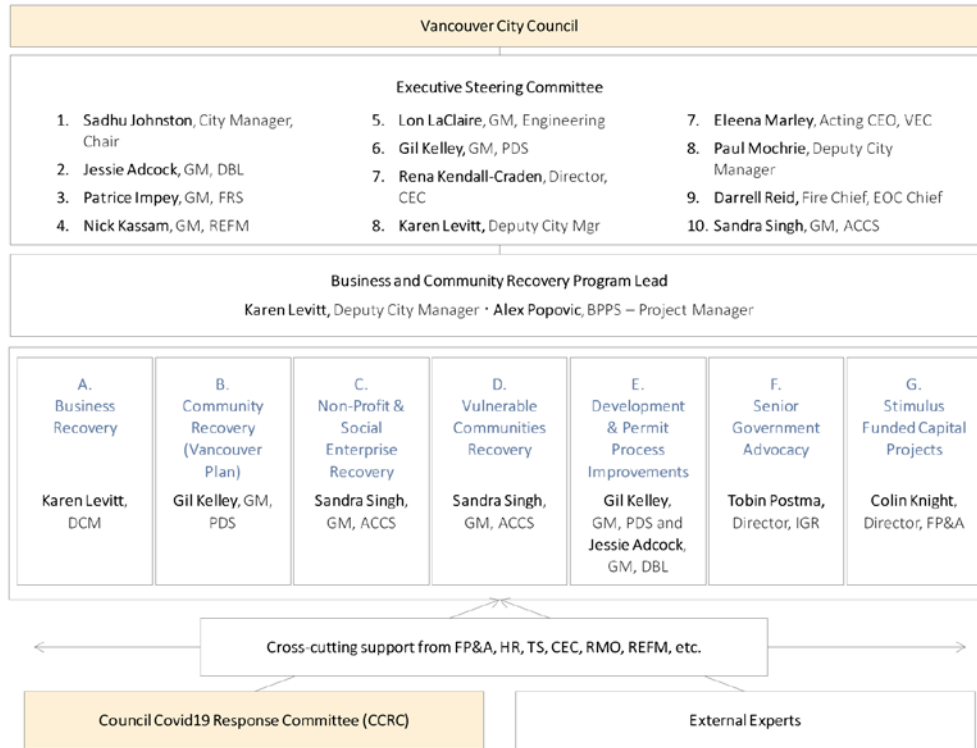
1. Mandate/scope

- a. The Vancouver City Council COVID-19 Recovery Committee (CCRC) will:
 - i. seek, share and discuss information regarding COVID-19 pandemic response and business and community recovery planning, with a primary focus on pandemic recovery,
 - ii. hear from a selection of invited experts and stakeholders on a range of COVID-19 recovery-related themes, and
 - iii. provide recommendations for Council decision on the COVID-19 response and on a social, economic and fiscal COVID-19 recovery plan for the City of Vancouver, limiting focus to recovery support mechanisms that are within the realm of the City's mandate and within the control of the City, via the City's services, regulatory powers, policies, processes and advocacy efforts.
- b. The CCRC will primarily focus its consultations and discussions to COVID-19 recovery themes, acknowledging that the City's response effort decisions are being actively discussed and decided upon by the City Council via regular Council and Council Committee meetings. These consultations and discussions may also include consideration of the City's *response* efforts to mitigate the impacts of the COVID-19 pandemic, the City's *restart* planning to restart City services as the City's financial position allows, and the City's *rebuild* planning that contemplates process, policy and service delivery improvements over the longer term.
- c. This work is intended to stimulate thinking and challenge assumptions about how the City can help drive our business and community recovery from the COVID-19 pandemic, and foster resilience across Vancouver residents and businesses over time.

2. Alignment with the City of Vancouver COVID-19 Recovery Program

- a. The CCRC will forward findings and recommendations to the City Manager in the form of a report, and staff will in turn bring all the CCRC's recommendations to City Council with an analysis and recommendations for advancement or not as part of the City's COVID-19 Business and Community Recovery Program (see Figure 1).
- b. At the same time, the CCRC will have the ability to make recommendations to Council regarding COVID-19 response or recovery on an urgent basis, via the established Council member motion process.

**FIGURE 1. CITY OF VANCOUVER COVID-19 BUSINESS AND COMMUNITY RECOVERY PROGRAM
GOVERNANCE STRUCTURE & ROLE OF THE VANCOUVER CITY COUNCIL COVID-19 RECOVERY COMMITTEE**



NOTES TO FIGURE

1. Figure illustrates preliminary Business and Community Recovery Program governance structure, final structure may vary somewhat.

3. Out of scope

- a. The CCRC will not focus on recovery support mechanisms that are outside of the realm of the City’s mandate and control, unless it is to advocate to other levels of government for public policy changes and/or resources.

4. Structure and membership

- a. Per the 2020-04-14 Council resolution (Appendix A), the CCRC will be comprised of all members of Council, formed as a committee of the whole.
- b. The CCRC will define up-front a limited set of core guiding questions that will frame the topics for discussion at future meetings of the CCRC.
- c. The Chair of the CCRC will rotate among Council members over time.
- d. The CCRC will generally meet every two weeks for two hours.
- e. The meetings of the CCRC shall be open to the public (either virtually and/or physically), with 2-6 days advance public notice for each meeting.
- f. The meetings of the CCRC will be open to the public, but will not receive speakers from the general public, with the exception of invited presentations.

CCRC-staff liaisons

- a. Throughout the life of the CCRC, Councillor Adriane Carr and Councillor Lisa Dominato will serve as the CCRC-Staff Liaisons, who will liaise with the appropriate staff in the City Clerk's Office and the City Manager's Office, to ensure the work of the CCRC is appropriately aligned to staff's work, in particular the City's COVID-19 Recovery Program.

5. Deliverables

- a. **CCRC report to City staff and Council.** The CCRC will develop a report comprised of its findings and recommendations, to be provided to the City Manager in order for recommendations to be evaluated by staff and as appropriate, integrated into the City's COVID-19 Business and Community Recovery Program.
 - i. This report will be completed by the CCRC no later than July 31, 2020.
 - ii. If City Council opts to extend the term of the CCRC past July 31, 2020, any further reports that might be developed over time will similarly be provided to the City Manager and directed via the process described above.
- b. **Interim recommendations to Council.** The CCRC may from time to time advance interim recommendations.
 - i. These recommendations will be informed by collaborative work among the CCRC, Council and staff, and can be advanced either via:
 1. a Council member's motion brought to City Council by the chair of the CCRC, to be advanced via the established administrative process for Council member motions, or
 2. a staff recommendation to Council, facilitated by the CCRC-Staff Liaisons working with staff.
 - ii. The CCRC-Staff Liaisons will work with staff to ensure any such interim Recommendations align to staff work/plans and are supported by staff.

6. Rules of engagement

- a. The rules of engagement set out in Appendix B shall be followed by all members of the CCRC.

7. Staffing

- a. The CCRC will be supported by the following City staff:
 - i. **Alex Popovic**, Senior Manager, Strategic Business Advisory – Will serve as the primary point of contact for the CCRC-Staff Liaisons

ii. **Karen Levitt, Deputy City Manager** – Will:

1. provide executive oversight/guidance to the staff supporting the CCRC,
2. ensure that over time, the CCRC's work is appropriately aligned with the City's COVID-19 Recovery Program work, and
3. review the CCRC reports to City staff to provide feedback from the staff's perspective.

iii. **City Clerk's Office** – Will provide formal support to the CCRC meetings, including:

1. establishing the chairperson rotation schedule,
2. developing agendas, supported by the City Manager's Office,
3. taking and distributing minutes,
4. scheduling invited experts and stakeholders,
5. technical logistics, and
6. ensuring all meetings and proceedings are compliant with the *City Council Procedure Bylaw* and other relevant policy and regulation.

iv. **Various departmental staff** – May be brought in to present to or listen in on select sessions of the CCRC.

b. City staff will not be involved in the following aspects of the CCRC's work and proceedings:

- i. The CCRC-Staff Liaisons will be responsible for leading the development of CCRC reports to staff. City staff will review the report and provide feedback, but will not be responsible for developing it.

8. Term

- a. The CCRC will be decommissioned no later than July 31, 2020, with potential for extending this term Council's discretion.

APPENDIX A.
ORIGINAL 2020-04-14 MOTION CREATING
THE VANCOUVER CITY COUNCIL PANDEMIC WORKING GROUP

WHEREAS

1. *The COVID-19 global pandemic is having a severe social, economic and fiscal impact on the City of Vancouver;*
2. *The Province of B.C. declared a state of emergency to respond to the COVID-19 pandemic and on March 19, 2020, Vancouver City Council unanimously voted to declare a local state of emergency;*
3. *The City has responded quickly to advice from the Provincial Chief Medical Officer aimed at “flattening the curve” of new COVID-19 cases in order to mitigate potentially disastrous numbers of people contracting the virus and overwhelming our health care system. Vancouver’s Emergency Operations Centre, headed by the Fire Chief, involves many dozens of staff in coordinating response within the city and with provincial and federal agencies. Staff are involved in securing space for temporary medical facilities, rooms for vulnerable people in the Downtown Eastside to enable needed social distancing, food delivery and social assistance programs for those in need, and public washing stations. Response to the COVID-19 pandemic is consuming a great deal of staff time;*
4. *Regular Council and Standing Committee meetings were temporarily suspended to enable City staff to focus on COVID-19 response. Electronic council meetings are now being scheduled to continue the work of the city, however there is an expectation that such meetings be less time-consuming in order to ease the burden on staff;*
5. *Council is elected by the public and has a decision-making role and obligation to represent public interests both during the pandemic state of emergency and through the recovery period;*
6. *Enabling Council to regularly avail itself of expert advice, information and discussion during a time of great uncertainty and major change will lead to more sound decisions;*
7. *The duration of the pandemic is unknown. Current estimates are that emergency response measures may be needed for anywhere from several more months to one to two years;*
8. *Most projections are that economic, social and fiscal recovery will take years and that there will likely not be a return to “business as usual” as we have known it. Planning for the best possible recovery will require the leadership of Council.*

THEREFORE BE IT RESOLVED THAT Council establish a Committee as per section 159 of the Vancouver Charter, called the Pandemic Response and Recovery Working Group, the purposes of which shall be:

- a. *to enable Council to seek, share and discuss information regarding pandemic response and recovery planning while minimizing the burden on city staff;*
- b. *provide recommendations for Council decisions on the COVID-19 pandemic response and a social, economic and fiscal COVID-19 recovery plan for the City of Vancouver;*

FURTHER THAT the structure of the Pandemic Response and Recovery Working Group shall be a committee of the whole of Council, the Chair of which shall rotate for each meeting amongst Council members in the same order as the established seniority roster for Deputy Mayor;

FURTHER THAT the rules of procedure of the Pandemic Response and Recovery Working Group shall be the City of Vancouver's Procedure By-law. Members of the Working Group may adopt by consensus additional meeting ground rules that enhance collaboration and productivity;

AND FURTHER THAT the working group shall be immediately established and be time-bound to cover the period of the COVID-19 pandemic response and recovery, but shall be discharged, as per Section 160 of the Vancouver Charter, no later than before the first Monday after November 1 in the year of a general local election.

APPENDIX B.

VANCOUVER CITY COUNCIL COVID-19 RECOVERY COMMITTEE RULES OF ENGAGEMENT

All Council members who participate in the CCRC are expected to adhere to the following rules of engagement. It is the chairperson's responsibility to restate these rules and remind individuals as appropriate.

1. Outcome-oriented

- *It is the responsibility of the chair to ensure that each CCRC meeting has a specific and defined purpose, with all participants having a clear understanding of what is being sought to accomplish by the end of the meeting, and that all participants cooperate in advancing each meeting toward its stated objective.*

2. Productive debate

- *Through the proceedings of the CCRC work, respectful discourse and debate is encouraged; no participants should agree for the sake of social cohesion, nor should any participant personalise or needlessly draw out points of disagreement. Participants are encouraged to try to offer a solution if they bring up a problem or disagree with a proposal.*

3. Respectful listening

- *Participants are encouraged to listen to the ranges of perspectives and points of view with an open mind, and to ask genuine questions to advance understanding of the perspective being offered at any given time.*

4. Stay on point and on time

- *Participants are expected to respect the group members' and presenters' time, and keep comments brief and to the point, and to avoid repeating what has already been said.*

5. Stick to the schedule

- *All members of the CCRC are expected to make their best efforts to contribute to remaining on schedule, adhering to the previously-agreed agenda, and achieving the predetermined objectives and outcomes.*

6. Jointly design next steps

- *In order to move forward cohesively, participants are encouraged to jointly and collaboratively design next steps, with the chairperson leading this at any given point in time.*