



## REPORT

Report Date: March 1, 2022  
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Meeting Date: March 30, 2022  
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TO: Standing Committee on City Finance and Services  
FROM: City Clerk  
SUBJECT: Type A Advisory Body Review and Improvement Report

### **RECOMMENDATION**

THAT Council recommend to the Incoming Council:

- A. THAT Council re-establish 12 Type A Advisory Bodies as identified in Appendix A with Terms of Reference as identified in Appendix B, for a term to end November 2, 2026.
- B. THAT Council re-establish 3 Type B Advisory Bodies as identified in Appendix A with Terms of Reference as identified in Appendix B, for a term to end November 2, 2026.
- C. THAT the Mayor bring forward for Council consideration a non-voting Councillor Liaison for each Type A and B Advisory Body, and invite the Vancouver Board of Parks and Recreation, the Vancouver Board of Education, the Vancouver Public Library, and the Vancouver Police Department to appoint non-voting liaisons for Type A and B Advisory Bodies in accordance with relevant Terms of Reference.
- D. THAT Council direct the City Manager to assign up to two non-voting Staff Liaisons to each Type A and B Advisory Body in accordance with relevant Terms of Reference.

### **COUNCIL AUTHORITY/PREVIOUS DECISIONS**

The *Vancouver Charter*, section 159, empowers Council to establish Committees as it sees fit, and section 160 requires that these Committees be discharged immediately before the first

Monday after November 1 in the year of a general local election. Type A and B Advisory Bodies are established by Council resolution, and are periodically renewed in accordance with the above provisions.

At the Standing Committee of Council on Policy and Strategic Priorities meeting of February 27, March 5 and 6, 2019 ([link](#)), Council received the report entitled *Establishment of Council Advisory Bodies and the Associated Terms of Reference and Diversity on Advisory Bodies Policy* ([link](#)), and passed a motion re-establishing 12 Type A Advisory Bodies and 3 Type B Advisory Bodies for two-year terms, and also establishing the Diversity on Advisory Bodies Policy (COUN-004) ([link](#)). The final motion as approved stated:

- A. THAT Council establish the Type A advisory bodies with terms of reference as set out in Appendix A, of the Other Report dated February 13, 2019, entitled “Establishment of Council Advisory Bodies, the Associated Terms of Reference and Diversity on Advisory Bodies Policy”, 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, of the Other Report dated February 13, 2019, entitled “Establishment of Council Advisory Bodies, the Associated Terms of Reference and Diversity on Advisory Bodies Policy”, 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, of the Report dated February 13, 2019, entitled “Establishment of Council Advisory Bodies, the Associated Terms of Reference and Diversity on Advisory Bodies Policy”.
- H. THAT the Renters Advisory Committee be reinstated with the terms of reference approved by Council on December 16, 2014.
- I. THAT the new Racial Equity Advisory Committee be renamed the Racial and Ethno-Cultural Equity Advisory Committee.

FURTHER THAT the terms of reference for the Racial and Ethno-Cultural Equity Advisory Committee be amended to change “Be a member of visible minority groups” to “Be a member of visible or cultural minority groups”.

- J. THAT the following be referred to the Nomination Subcommittee, to review and to bring forward recommendations to the Regular Council meeting on April 2, 2019:

THAT the Mandate of the Affordable Housing Advisory Committee include the following changes:

The first bullet be amended to replace the text after “including” with the following text:

- welfare/pension and shelter rate housing, social housing, nonmarket housing, supportive housing, accessible housing, co-op housing, co-housing, collective housing, affordable ownership housing and market housing and shelters and initiatives related to reducing homelessness;

THAT the third bullet of the mandate of the Affordable Housing and Land Use Committee be amended by:

- adding the words “to reduce the cost of housing” after the words “affordable housing”; and
- adding the words “and initiatives to reduce homelessness and provide housing for homeless people.” after the word “displacement”.

FURTHER THAT the “additional criteria” of the aforementioned Committee be amended and replaced with the following text:

- That membership of the committee reflect a balance of renters and home-owners.

AND FURTHER THAT the Nomination Subcommittee consider committee members also for any experience they may have in the non-profit housing sector or with industry.

- K. THAT membership of the Chinatown Historic Advisory Committee be inclusive of low income residents.
- L. FURTHER THAT membership of the Gastown Historic Area Planning Committee be inclusive of low income residents.
- M. THAT Council direct staff to work with the Nomination Subcommittee on policy options for covering the expenses of attending or participating in advisory committee meetings, including consideration that expenses be provided to advisory committee members who need them in a non-stigmatizing way and that these expenses include but are not limited to appropriate transportation to and from the meetings and other meetings required by being on the committee, parking, and childcare, and report back to Council.

In May 2019, in response to paragraph J above, the City Manager indicated to Council that due to resourcing implications and potential overlap with the mandate of the Renters' Advisory Committee, the formation of an additional Affordable Housing Advisory Committee was not recommended.

At the Council meeting of September 15, 2020 ([link](#)), Council received for information the report entitled *Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings* ([link](#)), which responded to paragraph M above, and identified the need for certain expense allowances and improved training for Advisory Body members. During the 2021 budget process, Council approved \$72,000 for these purposes, in addition to the \$12,000 already allocated to Advisory Bodies.

On October 6, 2020, due to workflow issues arising from the COVID-19 pandemic, the Council-directed Type A Advisory Bodies Review Report was postponed until Q1 of 2021. To allow for this postponement without disrupting other priorities, Council extended the terms of Type A and B Advisory Body members to April 30, 2021 at an In Camera meeting.

On March 11, 2021, in response to Paragraph C above, Council received the memorandum entitled *Review of Type A Advisory Bodies RTS 14019 – Update* (see Appendix C). This memorandum summarized research undertaken up to that point, as well as next steps in the review and improvement process. It indicated that since Advisory Bodies were in the middle of a recruitment cycle, no recommendations would be forthcoming until incoming Advisory Body members of the 2021-2022 term could be consulted (Q1 of 2022).

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

The City Manager recommends approval of the foregoing.

### **REPORT**

#### **Background/Context**

City of Vancouver Advisory Bodies provide recommendations, advice, and information to Council and/or staff on matters which relate to the mandate of the Advisory Body and on any matters which may be referred to the Advisory Body by Council or staff. They are often asked to provide early feedback on specific projects and initiatives relevant to their mandates. Advisory Bodies are an institutionalized form of civic engagement, and unlike with other, more short-term engagement strategies, they allow residents opportunities to develop their knowledge of civic systems and more effectively and consistently convey recommendations based on expertise and lived experience.

The City has five main types of Advisory Body. These are:

- Type A (established by Council; advisory to Council and staff);
- Type B (established by Council; advisory to staff);
- Type C (established through by-law or other legislation, generally for statutory functions);
- Type D (task forces for the provision of policy advice and recommendations on a specific issue or topic, with input from the City Manager as necessary);
- Other (appointed by Council, but advisory to an external body – e.g. VPL Board, PNE Board).

A full list of Advisory Bodies and types is contained in Appendix A.

The 12 Type A Advisory Bodies which are the main subject of this report, individually consist of between 9 and 21 members, as well as non-voting Council and Staff Liaisons, and Liaisons from external civic organizations (Park Board, VPL, VSB, VPD). Type A Advisory Bodies hold 6 regular meetings per year (and additional special meetings, as needed), which are open to the public and at which official business and decisions/recommendations to Council are considered and recorded. In addition, they hold informal working sessions and subcommittee meetings as needed.

These 12 Advisory Bodies are supported administratively by the City Clerk's Office, and Staff Liaisons are appointed from the operational departments to support in the specific subject areas. For approximately two decades, the budget for these Advisory Bodies was \$12,000 annually. As noted above, in 2021 Council prioritized improvements to Advisory Bodies and explicitly supported this by approving a budget of \$84,000 annually, which covers expense allowances, food, facilities charges, training, events, recruitment, and accessibility measures as needed (e.g. transportation; dependent care; closed captioning; ASL interpretation).

## **Strategic Analysis**

### **Research**

Following Council's 2019 direction to engage in a review of Type A Advisory Bodies, City Clerk's Office staff began a multi-phased research plan, with several identified objectives. These were:

1. To better understand the changing nature and associated effectiveness of work on the City's Advisory Bodies;
2. To identify gaps, issues, and problems experienced by Advisory Bodies, and affecting the provision of advice to Council;
3. To explore and evaluate innovative options to improve the work of Advisory Bodies;
4. To answer the question, "How can the City of Vancouver create and maintain adaptable, modern, well-functioning, and effective Advisory Bodies?"

Research conducted up to March 2021 employed varied methodological approaches, including:

- A jurisdictional scan of 10 comparable municipalities;
- A cursory literature and best practices review;
- Engagement with Advisory Body members and Liaisons (2019-2020 term), through surveys, semi-structured interviews, and focus groups.
- Engagement with Elected Officials (Council, Park Board Commissioners) on the effectiveness of AB advice

A summary of these research findings was provided to Council in the March 11, 2021 memorandum entitled *Review of Type A Advisory Bodies RTS 14019 – Update*, included here as Appendix C.

With the beginning of the 2021-2022 term, it was determined that further consultation with incoming members was needed to understand their experience with recruitment and Committee start-up processes (e.g. training, Chair selection, term planning) and overall general understanding of Advisory Body engagement purpose and recommendation authority. A further perceptions survey, demographic survey, and focus group were conducted with these members—survey data is presented in Appendix D. The recommendations and actions

contained in this report also draw on extensive staff experience and trial-and-error in developing and implementing Advisory Body processes.

Initially, this report was envisioned as leading to a wholesale restructuring of the Advisory Body system, potentially involving the amalgamation of Advisory Bodies with related mandates, or the elimination of some Advisory Bodies altogether. However, consultation with Advisory Body members showed little enthusiasm for such a restructuring. This outcome was compounded by the jurisdictional scan and best practices research which showed that regardless of size and structure, Advisory Body systems suffer from similar core issues: misunderstanding of purpose, mandate, and authority; perceptions of tokenism or “rubber-stamping”; and communications and interpersonal challenges.

As stated in the March 11, 2021 memorandum to Council: “the municipalities with the strongest Advisory Body systems adhere to several key principles:

- Clarity regarding the basics of meeting practices and procedures;
- Aligning Advisory Bodies with Council’s priorities;
- Ongoing social and professional support; and
- A proactive protocol in addressing any communications or interpersonal issues that arise.”

With this in mind, this report lays the foundation for a culture of continuous improvement and responsiveness, structured through an equity lens, which will ensure the ongoing effectiveness and health of the City’s Advisory Body system.

## **Areas of Improvement**

Research identified a number of areas in which Advisory Bodies are not meeting members’ expectations, or where obstacles are preventing Advisory Bodies from fulfilling their central purpose of providing community-based advice and recommendations to Council and staff. Over the course of the 2019–2020 and 2021–2022 terms, staff have been planning, implementing, and piloting a number of solutions intended to address these issues. For the purposes of this report, identified issues and proposed solutions have been grouped into five themes: (1) Clarity; (2) Support; (3) Engagement; (4) Access; and (5) Communication.

The sections below provide a brief overview of each theme, followed by a list of identified actions intended to improve overall member perception and experience, as well as promote ongoing health and effectiveness in the City’s Advisory Body system. A completion phase is noted for each action (Not Initiated, In Progress, Completed), as well as whether Council action is needed for completion, as reflected in the above recommendations. Most generally, any required Council action is encompassed in updates to relevant Terms of Reference, which have been recommended for consideration by the next Council.

### *1. Clarity*

Members identified a broad lack of understanding and clarity in terms of: roles and responsibilities; mandates and scope; expectations and values; accountability processes; and the core purpose of Advisory Bodies. The list below details actions undertaken or planned in response to these findings:

- a. **Develop enhanced and informative recruitment materials** (Not Initiated; No Council Action Required):
  - i. In collaboration with several City departments as appropriate, this will ensure that applicants know what they are signing up for in terms of Advisory Body workload, mandate, influence, and roles within civic decision-making and committee recommendation processes. It will specify core criteria for Advisory Body members such as: teamwork, relevant skills, knowledge, or lived experience, and community connections; in addition to the importance of embracing stated City values around intercultural sensitivity, equity, and Reconciliation.
- b. **Clarify Terms of Reference** (In Progress; Council Action Required—update Terms of Reference):
  - i. This is an opportunity to standardize certain language across Advisory Bodies' Terms of Reference to better convey and detail mandates, scope, responsibilities, roles within civic decision-making and committee recommendation processes, including relationships with Council, staff, other Advisory Bodies, external organizations, and the community at large. It will also codify existing *ad hoc* practices, such as the Council appointment of alternate members and the development of issue-based subcommittees. Since the current term is already underway, it is recommended that Council formally recommend that these updates be adopted by the next Council, prior to the beginning of the 2023 Advisory Body term.
  - ii. Proposed Terms of Reference updates are listed in both red-line and final versions in Appendix B.
- c. **Update *Guidelines for Advisory Bodies*** (Not Initiated; No Council Action Required)
  - i. [Guidelines for Advisory Bodies](#) is one of four main documents governing Advisory Bodies—the others being the [Vancouver Charter](#), the [Procedure By-law No. 12577](#), and the [Code of Conduct By-law no. 12886](#). *Guidelines* is the central handbook explaining Advisory Body structure, procedure, communications protocol, and other requirements. This document should be reviewed and updated at least once every two years to ensure it accurately reflects current conditions and best practices, that language remains clear and accessible, and that it reflects any bylaw and legislative changes (the last review occurred in February 2020). In Q2 of 2022, Clerk's Office staff will conduct a new review in collaboration with staff from other relevant teams and departments.
- d. **Develop enhanced orientation and training** (In Progress; No Council Action Required)
  - i. Without being provided the proper tools and information, Advisory Body members generally feel unable to fulfil their mandates, or to act effectively in advising Council and staff. While past orientations have consisted of a single, generalized session, in 2021 staff introduced a robust and multi-phased training program designed to familiarize Advisory Body members with City priorities, processes, and regulations, as well as City values around equity, inclusion, and Reconciliation. This training included two online sessions focused on process, conduct, communications, and privacy, as well as an overview of the City's equity and Reconciliation work. Individual Advisory Bodies were given a chance to gather virtually and develop group

- expectations prior to moving into regular meetings. Targeted Chair training was also offered, to better enable Chairs to lead Advisory Bodies effectively, consistently, and equitably.
- ii. In collaboration with the Equity Office and an external consultant, City Clerk's Office staff developed anti-oppression training materials, and held 9 facilitated sessions at the start of the 2021-2022 term. This training is focused on the specific application of anti-oppression concepts to interactions that may happen in the course of Advisory Body work. The training material remains available in the form of videos for any members who may join mid-term.
  - iii. In 2022, City Clerk's Office staff will develop online training modules focused on process and structure, modelled on training provided by the City of Seattle ([link](#)), which has improved the accessibility of that City's advisory body system. Providing members with an easily accessible grounding in civic systems will allow more resources to be dedicated to the Advisory Bodies' central function of producing advice and recommendations, as well as to anti-oppression and relationship-building within Advisory Bodies.
- e. **Standardize term length** (Not Initiated; Council Action Required—update Terms of Reference):
- i. In 2019, Council broke from the regular pattern of Advisory Body appointments by establishing a 2 year term instead of a 4 year term, to allow staff time to research improvements and report back. While this term length was not intended to be permanent, Advisory Bodies have still expressed that a shortened term does not create enough time for members to “learn the system,” or to conduct effective knowledge transfer between terms. It is thus recommended that four-year terms, tied to the term of a given Council, be considered best practice and included in updated Terms of Reference. In addition, and to further ensure effective knowledge transfer and institutional memory, it is recommended that the current term limit of four years for individual members be extended to eight years, or two terms, whichever is greater (see Appendix B).
  - ii. New applicants may be hesitant to commit to a full four-year appointment, but this can be mitigated by appointing members to two years within the four-year term, with the option to automatically renew for a further two years. At the two-year mark, any members who wish to withdraw may do so. City Clerk's Office Staff will conduct a new round of recruitment to fill vacancies, and conduct orientation and training for any new members.

## 2. Support

While members generally express satisfaction with Advisory Body Liaisons (Council Liaisons, Staff Liaisons, and External Liaisons from other civic bodies), there is an occasional blurring of roles, and both members and Liaisons report not understanding what Liaisons are meant to do. In the absence of adequate training and Liaison guidance, members may assume they have greater authority or influence than is actually the case. Further, they may seek to undertake work that would be better allocated to staff, and in the past have been assigned such work by Council, causing difficulties within the Advisory Body.

There are a number of actions that may be undertaken to ensure that Advisory Bodies are adequately supported, and that roles and responsibilities are clear to all involved.

- a. **Develop annual training for Staff Liaisons** (Not Initiated; No Council Action Required)
  - i. Staff Liaisons serve a number of functions on Advisory Bodies: they are conduits of information, helping Advisory Bodies stay informed on projects and initiatives related to their mandates, and connecting Advisory Bodies with relevant staff groups for engagement; they assist Advisory Bodies with remaining within scope, in conjunction with other Liaisons; and they review motions and other communications, to ensure that recommendations are actionable and related to the Advisory Body's mandate.
  - ii. To address variation in Staff Liaisons' understanding of the role, City Clerk's Office staff will develop training and additional supplementary materials (a Staff Liaison handbook), to ensure that all Liaisons understand the above responsibilities, and the time involved (including evening meetings).
  
- b. **Standardize Staff Liaison criteria** (Not Initiated; Council Action Required—update Terms of Reference)
  - i. Depending on the mandate, Staff Liaisons are drawn from a wide array of teams and departments—most notably Arts, Culture and Community Services, Engineering Services, and Planning, Urban Design, and Sustainability. Staff Liaisons have reported Advisory Body hourly commitments ranging from 5 to 20 hours per month.
  - ii. City Clerks' Office staff recommend that standardized criteria for Staff Liaisons be developed and codified in both Terms of Reference and the *Guidelines for Advisory Bodies*. In particular, these criteria would suggest that at least one Staff Liaison per Advisory Body be beyond the level of a junior employee, allowing for greater knowledge of relevant background, plans, and systems. These criteria would require buy-in from departmental leadership City-wide, to ensure that Liaison work is incorporated into work plans. It should also be noted that Advisory Body work could constitute an additional workload commitment for a senior staff leader, potentially reducing capacity to deliver other parts of a Department's work plan.
  - iii. As with Council Liaisons, there is currently no requirement that Staff Liaisons attend all meetings of an Advisory Body. Given the position's importance in ensuring effective Advisory Body operation, it is intended that Staff Liaisons be present for all regular meetings, and if needed, working sessions as well. If unable to attend a given meeting, Staff Liaisons would be asked to appoint a temporary replacement.
  
- c. **Include Council Liaison roles and responsibilities in Council Orientation** (In Progress; No Council Action required)
  - i. Council Liaisons provide Advisory Bodies with information, guidance, and a direct connection to City Council, and attend Advisory Body meetings as their schedules permit (occasionally Council meetings and other commitments are scheduled at the same time as Advisory Body meetings). Their main responsibilities are to ensure that Advisory Body work falls within the relevant mandate, and relates to the established priorities of a given Council. Council Liaisons may also represent Advisory Body ideas and perspectives in Council deliberations (though this may be done by non-Liaison Councillors as well).
  - ii. As with Staff Liaisons, research showed variation in Council Liaisons' understanding of the role's purpose. A clarifying memo was provided to

Mayor and Council in October 2020 ([link](#)), but City Clerk’s Office staff also plan to incorporate a greater emphasis on Advisory Bodies into Council’s beginning-of-term orientation materials, and in any ongoing Council education.

- d. **Clarify External Liaison positions** (Not Initiated; No Council Action required)
- i. External Liaisons represent four other civic bodies and organizations: the Vancouver Board of Parks and Recreation, the Vancouver School Board, the Vancouver Public Library, and the Vancouver Police Department. Currently, these Liaisons may be staff or elected officials (Commissioners in the case of the Park Board; Trustees in the case of the School Board), and similarly to Council Liaisons, are intended to provide an informational role and carry Advisory Body perspectives back to their respective organizations. It is important to note that these positions are entirely optional, and subject to the agreement of both the sponsoring organization and Council.
  - ii. External Elected Official Liaisons indicated varying enthusiasm for the role, and some confusion due to the lack of clarity involved. Often, they are unable to fully meet the requirements of the position, due to scheduling conflicts and duties related to their respective organizations.
  - iii. As part of the overall Advisory Body Training Program, City Clerk’s Office staff plan to develop a separate orientation package for external liaisons, to clarify roles and responsibilities.

### 3. Engagement

Advisory Bodies have consistently reported not feeling genuinely engaged by the City on relevant projects and initiatives, and instead being “tokenized” or treated as a “rubber stamp” during stakeholder and public engagement processes. This sense is compounded in Advisory Bodies being made up mainly of members from equity-denied communities. Staff groups may consult with Advisory Bodies without explaining how a given project or initiative relates to the relevant mandate, without allowing enough time for recommendations to be implemented, or without any clear plan to follow up and explain how recommendations affected a given project or initiative. Further, many members report feeling overwhelmed at the sheer amount of consultations, both within meetings and in separate engagements, indicating that if they understood the volume of work involved, they would not have joined. City Clerk’s Office staff have developed the following actions in response:

- a. **Improve staff engagement processes** (Completed; No Council Action Required):
- i. One of the main mechanisms for the provision of Advisory Body recommendations to Council and staff is through City consultation on projects and initiatives in their development phases. If the project results in a report to Council, this is normally reported to Council in the *Public/Civic Agency Input* section of a Council report. Currently many staff groups are unfamiliar with the processes involved in engaging Advisory Bodies—this is not a reflection on those staff groups, but rather is caused by a lack of process clarity and consistency. City Clerk’s Office staff have recently implemented a standardized and streamlined process across all Type A Advisory Bodies, based on a system piloted over the previous year with the Urban Indigenous Peoples’ Advisory Committee. Going forward, all staff will be asked to submit a Staff Engagement Request Form to the Manager, Civic Agencies, which is

then circulated to relevant Chairs and Staff Liaisons for consideration (see Appendix E). This form lists:

- Deadlines involved, to ensure adequate time for reporting and implementing recommendations;
  - A brief overview of the project or initiative, and how it relates to each Advisory Body mandate;
  - Any action requested from the Advisory Body (motions, approvals, etc.);
  - A plan for follow-up with the Advisory Body (e.g. whether or not any recommendations were applied);
  - Any supplementary materials (e.g. slides, websites, etc.)
- ii. Initial informal feedback on this new process has been highly positive.

**b. Develop an Advisory Body motion tracker tool** (In Progress; No Council Action Required):

- i. In many instances, Advisory Body members have reported feeling that the motions and recommendations developed in their meetings have little to no impact on civic decision-making processes, and that some motions or recommendations seem to “disappear” once submitted to Mayor and Council. Advisory Body feedback forms an essential component of the City’s civic engagement processes, and Councillors often make reference to Advisory Body recommendations in debate from the Council floor. However, this is understandably not always apparent to Advisory Body members who typically cannot commit to attending or observing lengthy Council meetings. As such, City Clerk’s Office staff are developing protocols to ensure the impact of recommendations is communicated back to Advisory Body members.
- ii. In addition to improving staff engagement processes, a simple motion-tracker tool maintained in the City’s official documents will allow easy access to past Advisory Body decisions, without needing to browse individual sets of minutes. This will assist with institutional and corporate knowledge, and create an understanding of the path recommendations take in being considered and implemented.

**c. Simplify and clarify recommendation processes** (In Progress; No Council Action Required):

- i. *Guidelines for Advisory Bodies* list several methods for Advisory Bodies to convey advice and recommendations to Council and staff, and based on member feedback, City Clerk’s Office staff intend to improve clarity around which method should be employed in a given situation, or whether explicit direction or permission is needed. These methods are, in order of least to most formalized:
- Verbal feedback to Councillors and/or staff in Advisory Body meetings;
  - Chairs (or designated alternate) speaking in Council meetings;
  - Submitting recommendation motions to Mayor and Council via email;
  - Submitting recommendation letters to Mayor and Council (currently requires a motion passed in a Regular Meeting);
- ii. The revised *Guidelines* will better explain how each of these methods is initiated and tracked, and how each can affect civic decision making processes.

#### 4. Access

Traditionally, Advisory Bodies have been inaccessible to a wide range of community members (see demographic survey data in Appendices C and D). Many residents face systemic financial, educational, professional, physical, and/or cultural barriers to participation, and it is in the City's interest to reduce or eliminate these barriers wherever possible to ensure full community engagement in City advisory systems. Staff have developed a range of recommendations and actions intended to make the entire Advisory Body system more accessible, particularly to under-represented communities:

- a. **Pilot program to introduce the option of fewer formal meeting procedures** (Not Initiated; No Council Action Required):
  - i. Generally speaking, Advisory Body meetings are run using procedures identical to those used in Council, as detailed in the Procedure By-law, and where this By-law is silent, Robert's Rules of Order. Section 15.13 of the Procedure By-law states, "an advisory committee may act only by motion," meaning that all Advisory Body decisions must receive a mover, seconder, and majority support.
  - ii. Research showed that these procedures can be perceived as overly restrictive, colonial, and counterproductive. As Vancouver is a City of Reconciliation, and in line with the implementation of the *United Nations Declaration on the Rights of Indigenous Peoples*, it is particularly important to consider Indigenous ways of doing and knowing when developing systems and processes (particularly for an Advisory Body like the Urban Indigenous Peoples' Advisory Committee, but for all others as well).
  - iii. Based on consultations with the Urban Indigenous Peoples' Advisory Committee, City Clerk's Office staff plan to initiate a pilot program as soon as possible, which will allow Advisory Bodies to temporarily suspend Section 15.13 of the Procedure By-law to operate using alternate means of collective decision-making, if so desired (e.g. Martha's Rules, consensus-based rules, etc.). While not all Advisory Bodies will exercise this option, it may allow those who do to operate with more flexibility and informality than is allowed in most majority-rule systems.
  - iv. As part of this pilot, it will be crucial to ensure that less formal procedures retain order and good conduct and governance in meetings, and also allow minority opinions to be heard and considered, prior to any decision-making. City Clerk's Office staff will monitor outcomes as they progress, in consultation with Advisory Body members, and make further recommendations as needed.
  
- b. **Implement Expense Reimbursements and Free Parking** (Completed; No Council Action Required):
  - i. As part of the effort to reduce financial barriers to participation in Advisory Bodies, and in response to paragraph M of the motion passed in the Standing Committee of Council on Policy and Strategic Priorities meeting of February 27, March 5 and 6, 2019, in January 2022 the City Clerk's Office began offering expense allowances, as authorized by Council in the 2022 Operating Budget. Expense allowances are intended to introduce greater diversity to Advisory Bodies, to better ensure that Committee membership reflects local demographics. The following amounts are applicable to both Regular Meetings and Working Sessions, whether online or in-person:

- \$5 per meeting, per member for transportation (more available in special cases—e.g. hiring a wheelchair accessible taxi);
  - \$40 per meeting, per member for dependent care expenses.
- As of the date of this report, 5 members have signed up to receive one or both expense allowance amounts, and with Pandemic restrictions gradually lifting, staff expect more applicants as Advisory Bodies move to hybrid meetings.
- ii. Canada Revenue Agency classifies these payments as taxable income, and as a result members are asked to provide an address, Social Insurance Number, and bank direct deposit information. These CRA requirements have been identified as a barrier for some members—particularly those with no fixed address, no bank account, or who receive income assistance. Staff from the City Clerk’s Office, Finance Department, Equity Office, and Arts, Culture and Community Services have been collaborating to find ways to address these barriers.
  - iii. Advisory Body members may also sign up for free parking in City Hall parking facilities when conducting Advisory Body business.
- c. **Resume providing meals in meetings** (In Progress; No Council Action Required):
- i. The provision of meals at in-person Advisory Body meetings has been identified as another way to reduce barriers to participation. Past meal budgets have been relatively low, but due to the Council-approved Advisory Body budget increase, City Clerk’s Office staff are now able to provide healthy food options at in-person meetings. Further, staff intend to mitigate meal expenses by establishing protocols to determine who will attend a given meeting, and only ordering an amount of food adequate for that purpose (reducing food waste in the process).
  - ii. Staff are currently seeking one or more social enterprise or BIPOC-owned caterers to provide meals through the City’s regular procurement processes.
- d. **Maintain virtual meeting options** (Completed; No Council Action Required):
- i. During the COVID-19 pandemic, all Advisory Body meetings have been held virtually via Webex web conferencing, as enabled by Provincial emergency legislation. While this action was undertaken out of necessity, it became clear over the course of the pandemic that virtual options dramatically improved accessibility for Advisory Body members—particularly those with disabilities, with dependent-care responsibilities, or with irregular schedules.
  - ii. At the Council meeting held October 19, 2021, Council amended the Procedure By-law to permanently enable electronic participation for for Advisory Body meetings. When safe to do so, most meetings will be held using a hybrid model, meaning that members may either participate in-person or electronically, via Webex or telephone.
- e. **Accommodations for members with disabilities** (In Progress; No Council Action Required):
- i. As noted, the budget increase approved by Council for 2021 and 2022 has improved staff’s ability to provide accommodations where needed, for example, by providing closed captioning in meetings on an as-needed basis, or providing financial assistance to members requiring accessible transportation.

- f. **Review *Diversity on Advisory Bodies Policy*** (Not Initiated; No Council Action Required):
- i. The *Diversity on Advisory Bodies Policy* (COUN-004), which was enacted March 6, 2019, stipulates that each Advisory Body shall be comprised of a membership of fifty percent (50%) or greater of people from equity-seeking groups (as defined in the policy), and fifty percent (50%) or greater of people who self-identify as women. The *Policy* is scheduled for biennial review.
  - ii. In December 2020, City Clerk’s Office staff reviewed the *Policy*, but due to delays in the Advisory Body review research process and the lack of long-term demographic data, no recommended amendments were forthcoming at this time.
  - iii. Though the *Policy* is not scheduled for further review until the end of 2022, City Clerk’s Office staff will initiate the review earlier in the year, to allow any recommended amendments to be implemented in the 2023 recruitment process. This review will incorporate demographic data gathered over the previous two years, and any recommended amendments will be brought to Council in accordance with regular processes.
- g. **Implement demographic survey** (Completed; No Council Action Required):
- i. In late 2020, Clerk’s Office staff distributed a demographic survey to members of Type A Advisory Bodies in the 2019–2020 term, in an effort to determine membership composition and which communities are underrepresented in the City’s Advisory Body system (see Appendix C). In January 2022, this survey was again distributed to members of the 2021–2022 term, to help staff track representation and adjust recruitment objectives accordingly (see Appendix D). The 2022 survey questions aligned with those of the City of Vancouver Employee Benchmark Survey, allowing for a cross-organizational survey tool. This data gathering will continue on a bi-annual basis.
  - ii. Demographic surveys showed strong overall representation for several equity-denied populations: Indigenous peoples, persons with disabilities, the 2SLGBTQ+ community, and persons identifying as women. However, due to the identity-based structure and composition requirements of certain Advisory Bodies, members of these equity-denied communities are frequently concentrated in only one or two Bodies, indicating a need to build greater intersectionality across the entire system. There is particularly low representation among the following groups: racialized and immigrant communities (particularly Chinese, Filipino, Korean, Latin American, South Asian, and South East Asian communities); persons earning less than \$30,000 annually; and residents of South-East Vancouver (Sunset, Victoria-Fraserview, Killarney).
- h. **Expand recruitment advertising and outreach** (In Progress; No Council Action Required):
- i. While Advisory Body recruitment strategies have improved in recent years, they have generally been constrained by a lack of time and resources. As indicated in the above-mentioned demographic surveys, more can be done to ensure that underrepresented communities are given ample opportunity and incentive to participate in the Advisory Body system. The Council-approved increase in Advisory Body funding allows for greater use of both traditional media and social media advertising.

- ii. While Advisory Body business is conducted in English, recruitment advertising is currently also distributed in Mandarin and Punjabi periodicals. City Clerk's Office staff will work with Civic Engagement and Communications to further increase translation options. In conducting outreach, staff will continue to make use of extensive lists of cultural community groups maintained by Arts, Culture, and Community Services.
- iii. As noted above, Indigenous Peoples are strongly represented if Advisory Body membership is considered as a whole. However, Indigenous members tend to belong to only 2-3 Advisory Bodies. To address this disparity, and in collaboration with the Equity Office and Indigenous Relations staff, City Clerk's Office staff will work toward developing and improving relationships and outreach with the Host Nations and Urban Indigenous Peoples. Further, recruitment advertising will emphasize planned or implemented decolonizing measures across all Advisory Bodies.
- iv. Enhanced recruitment materials will provide greater detail on above-mentioned accessibility options, and recruitment timelines will be extended to allow potential applicants opportunity to submit questions and comments. Further, application forms which have previously emphasized educational achievement and professional designations will be revised to incorporate community connections and lived experience.

## 5. Communications

As in any group of people coming from diverse backgrounds and lived experiences, there is potential in Advisory Bodies for communication to break down, and for interpersonal tensions and conflict to emerge. Outside of actual meetings, research also showed broad confusion around internal and external communications involving Advisory Bodies. The measures listed below are intended to facilitate respectful interactions in Advisory Bodies, and also to standardize and clarify communications processes between Advisory Bodies and Council, staff, other Advisory Bodies, the media, and external organizations. Further, they will enable greater communication and succession planning between terms:

- a. **Implement Advisory Body SharePoint access** (In Progress; No Council Action Required):
  - i. A consistent demand from Advisory Bodies has been for access to an internal system that will allow for centralized communication and collaboration on shared documents, and also provide a document repository to facilitate succession planning and knowledge transfer between terms.
  - ii. Due to restrictions contained in the [Freedom of Information and Protection of Privacy Act](#), Advisory Bodies are prohibited from conducting municipal business using software or websites which store personal information outside of Canada, such as Slack, Basecamp, or Google Drive. Until recently, however, no alternative system was provided, leading to frustration from members who felt it impractical to conduct all business via email.
  - iii. In collaboration with Business Services staff, City Clerk's Office staff have implemented a pilot program granting Advisory Body members access to the City's internal SharePoint system. SharePoint pages have been created for three Advisory Bodies: the Persons' with Disabilities Advisory Committee; the Seniors' Advisory Committee; and the Transportation Advisory Committee. Over a six month period, staff will collect data and feedback, with the

intention to expand the pilot to all interested Advisory Bodies in the term beginning in 2023.

- b. **Emphasize conflict resolution in training** (In Progress; No Council Action Required):
- i. The 2019–2020 term saw several instances of conflict on Advisory Bodies, which adversely affected those Advisory Bodies in several ways. First, these instances can be personally damaging or difficult for the members involved. They erode trust and reduce Advisory Bodies' capacity to focus on their mandates. They can also prove costly to the City, if and when external facilitators are engaged to investigate or assist with conflict resolution. Finally, they may contribute to a broader sense that Advisory Bodies are poorly run, and that the City is insensitive to the need for psychological, physical, and cultural safety in all spaces.
  - ii. In the Advisory Body training delivered in 2021, much greater emphasis was placed on the [Code of Conduct](#) and the need for members to embrace the City's stated values around Justice, Equity, Diversity, Decolonization, and Inclusion. Further, training delivered by an external consultant focused on anti-oppressive concepts, respectful communication, cultural fluency, and conflict resolution.
  - iii. Further, the City's newly installed Integrity Commissioner will provide a central point of contact in any instance of potential conflict or breach of the Code of Conduct (which applies to Councillors and Advisory Body members), and is empowered to offer an array of informal and formal solutions.
- c. **Update external communications protocols** (In Progress; No Council Action Required):
- i. As noted in the section on Engagement, there are a variety of ways for Advisory Bodies to convey recommendations and advice to Council, staff, and other civic organizations. In addition to circulating motions and writing recommendation letters, Advisory Body members are frequently called upon to speak in support of projects and initiatives before Council. Further, Advisory Bodies may be contacted by media figures to provide comment on municipal matters (members are asked to report any media contact to Civic Engagement and Communications).
  - ii. In accordance with the Procedure Bylaw requirement that Advisory Bodies act only through motion, Advisory Bodies are currently expected to pass an authorization motion any time the need for such communication arises. This has proven impractical, since most Advisory Bodies hold only six regular meetings per year (with the potential for additional special meetings), and often need to respond quickly to issues (sometimes within a single day, in the case of media requests).
  - iii. In addition to the aforementioned pilot program to introduce the option of fewer formal meeting procedures, the *Guidelines for Advisory Bodies* will be updated to simplify communications processes. In particular, they will clarify that Chairs and Vice-Chairs (or a designated alternate) are considered spokespeople for a given Advisory Body, and are empowered to represent the Advisory Body's interests and established positions in any dealings with Council, media, or external organizations. This authority would not be unlimited: general consensus would need to be sought via written communication channels, including email, prior to issuing any statements on

behalf of the Advisory Body, and Chairs, Vice-Chairs, or designated alternates are expected to abide by conflict-of-interest rules and not represent personal opinions in communications. Further, in any such dealings, Chairs, Vice-Chairs, or designated alternates are required to specify that the views of their Advisory Body do not represent the views of the City of Vancouver.

- d. **Facilitate use of Advisory Body social media accounts** (In Progress, No Council Action Required):
- i. For several years, City-affiliated Social Media accounts (Facebook and Twitter) have been available for Type A Advisory Bodies to use as needed, and several Advisory Bodies have indicated interest in the 2021–2022 term. Recently, City Clerk’s Office and Civic Engagement and Communications (CEC) staff have reviewed the processes involved in activating these accounts, and encouraged any Advisory Body wishing to make use of Social Media to review the City’s Social Media Handbook, and identify the purpose and goals for the Social Media Channel, as well as those responsible for its maintenance.
  - ii. CEC staff are available to Advisory Bodies on an as-needed basis, to assist with set-up and maintenance of social media accounts.
- e. **Update Council reporting processes** (Not Initiated; Council Action Required—update Terms of Reference):
- i. Currently, Type A Advisory Bodies are required to submit an annual work plan to Council, outlining objectives and action items, and at the end of the year to submit an annual report indicating progress on these objectives. Members have reported feeling administratively overburdened by these requirements. Further, due to the relative lack of knowledge transfer which occurred between the shortened 2019–2020 and 2021–2022 terms, several Advisory Bodies have spent much of their time trying to determine what should be in their work plans, rather than focusing on developing advice and recommendations for Council and staff.
  - ii. Staff recommend amending the reporting requirements so that a single work plan may be submitted within six months of the beginning of a four-year term, subject to review and updating at the two-year mark (following a new round of recruitment). The work plan would be developed in conjunction with Advisory Body Liaisons, to ensure that goals are actionable, within scope, and independent of additional financial or staff resources.
  - iii. Annual reports would then be submitted each December, with a more substantial report delivered at the end of the four-year term—both as a means to inform Council, and to ensure effective succession planning between terms.
  - iv. A third reporting mechanism, the annual “Council of Councils” event, typically involves all twelve Type A Advisory Bodies presenting a given year’s achievements and progress to Mayor and Council (this event has not been held since January 2020 due to the COVID-19 pandemic). While not eliminating this event altogether, City Clerk’s Office staff recommend reducing its frequency to 1-2 times per 4-year term, and developing bi-annual “Community of Practice” meetings involving smaller groups of Advisory Bodies with related mandates. These meetings would include Chairs (or designated alternates), Council Liaisons, and Staff Liaisons, and would provide a space for discussion of progress, plans, and general Advisory Body

operations. In accordance with paragraph F of the motion passed in the Standing Committee of Council on Policy and Strategic Priorities meeting of February 27, March 5 and 6, 2019, City Clerk's Office staff have been conducting joint meetings and consultations over the previous two terms. However, many members report feeling overwhelmed by the volume of these events, and so the recommended bi-annual meetings would reduce pressures on members, while fulfilling the spirit of the original motion.

## Further Analysis and Recommendations

Throughout the research process, certain requests were repeatedly brought forward which have not been recommended or enacted through this Report, due to current impracticality or a need for further review. As part of the continuous improvement model established here, staff will continue to assess the viability of these items and bring further recommendations to Council as needed:

### a) Automatic honoraria

- i. Since the introduction of designated expense allowances, many Advisory Body members have indicated that automatic honoraria for all members, paid per meeting, would be a preferable means to reduce barriers to participation.
- ii. Staff have marked this as a clear and consistent request from members, but have not yet had the opportunity to analyse the effects of existing expense allowances on barriers and membership demographics, the potential budgetary impact of honoraria, or ramifications with regard to CRA regulations and regularized payments.

### b) Staggered terms

- i. Staggered or overlapping Advisory Body terms have been suggested as a means of ensuring membership continuity from term to term. However, the *Vancouver Charter* (160) ties the terms of Type A Advisory Bodies to the term of a given Council, and as such there is currently no legal way to decouple the two and allow for overlap.
- ii. Instead, this Report has detailed a number of ways in which staff are working to improve succession planning, to mitigate any loss of experience and knowledge between terms.

### c) Standing Committee of Council

- i. As noted, currently there is a lack of clarity for both Council and Advisory Body members on how recommendations are properly conveyed, or how Advisory Bodies are able to voice their advice in Council. One mechanism has been the Council of Councils event, wherein all Type A Advisory Bodies are able to present their priorities and recommendations to Councillors, but in the past this has not been an officially convened Council meeting. This in-person event has also not been staged since the COVID-19 pandemic began.
- ii. Staff are assessing the feasibility of a new Standing Committee of Council, to be convened quarterly or biannually, dedicated to receiving Advisory Body presentations and recommendations "on the record."

### d) Outreach fund

- i. As part of their mandates, Type A Advisory Bodies are encouraged to conduct outreach and disseminate information in constituent communities. Several

- Advisory Bodies have indicated the need for greater resourcing around this type of outreach, with a recent motion passed by the Vancouver Food Policy Council asking that the City “Consider structures for providing a discretionary budget to each Advisory Committee which may be applied to awareness, outreach, celebration, honoring and other resourcing of members.”
- ii. Staff are assessing the viability and budgetary impact of a fund for Advisory Bodies to draw on to offset expenses associated with attending relevant conferences or community events.

## **Type B Advisory Bodies**

Though not a main focus of this report, the City has 3 Type B Advisory Bodies, mainly related to planning and land use: the Chinatown Historic Area Planning Committee; the First Shaughnessy Advisory Design Panel; and the Gastown Historic Area Planning Committee. Similar to Type A Advisory Bodies, these are Committees of Council, and as such are tied to a given Council term—in accordance with the *Vancouver Charter*, section 160, they stand discharged immediately before the first Monday after November 1 in the year of a general local election. City Clerk’s Office staff recommend that Council recommend to the next Council for consideration that these three Type B Advisory Bodies be re-established in 2023, with Terms of Reference as identified in Appendix B.

### ***Public/Civic Agency Input (if applicable)***

Over a three year period, research for this report has involved extensive engagement with Type A Advisory Body members (approximately 350 members of the public) in two separate terms, including surveys, focus groups, semi-structured interviews, and informal conversations.

### ***Financial***

No impact on existing budget.

## **CONCLUSION**

The recommendations and actions outlined in this report are based on research undertaken in response to Council’s February 27, 2019 direction to staff to conduct a review of “Type A” Advisory Bodies, with the intention of maintaining a healthy and effective Advisory Body system. They are intended to improve Advisory Body perceptions and operations in five broad areas: clarity, support, engagement, access, and communications. Through ongoing evaluation of structures, mandates, equity safeguards, and training procedures, a culture of continuous improvement may be created which allows Advisory Bodies to more effectively meet member expectations, and provide community-based advice and recommendations to Council and staff.

\* \* \* \* \*

Appendix A: City of Vancouver Civic Agencies

Name	CCO Administrative Support?
<b><i>Type A</i></b>	
2SLGBTQ+ Advisory Committee	Yes
Arts and Culture Advisory Committee	Yes
Children, Youth and Families Advisory Committee	Yes
Civic Asset Naming Committee	Yes
Persons with Disabilities Advisory Committee	Yes
Racial and Ethno-Cultural Equity Advisory Committee	Yes
Renters Advisory Committee	Yes
Seniors' Advisory Committee	Yes
Transportation Advisory Committee	Yes
Urban Indigenous Peoples' Advisory Committee	Yes
Vancouver Food Policy Council	Yes
Women's Advisory Board	Yes
<b><i>Type B</i></b>	
Chinatown Historic Area Planning Committee	No
First Shaughnessy Advisory Design Panel	No
Gastown Historic Area Planning Committee	No
<b><i>Type C</i></b>	
Board of Variance and Parking Variance Board	No
Development Permit Board Advisory Panel	No
Public Art Committee	Yes
Urban Design Panel	No
Vancouver City Planning Commission	Yes
Vancouver Civic Theatres Board	Yes
Vancouver Heritage Commission	Yes
<b><i>Type D</i></b>	
Accessibility Task Force	No
Task Force on Implementing UNDRIP	No
<b><i>Type E</i></b>	
Pacific National Exhibition Board of Directors	No
Vancouver Economic Commission	No
Vancouver Heritage Foundation Board of Directors	No
Vancouver Public Library Board	No
YVR Aeronautical Noise Management	No
YVR Environmental Advisory Committee	No

## Appendix B: Advisory Body Terms of Reference Revisions (Red-Line Version)

### LGBTQ2+ 2SLGBTQ+ Advisory Committee

#### Terms of Reference

##### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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+2SLGBTQ+ Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

##### Mandate and Scope

- Advises Council and staff on enhancing access and inclusion for Two-Spirit, 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;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on-issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

##### Reporting and Accountability

The LGBTQ2+ 2SLGBTQ+ Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

*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 related to the mandate of the advisory body in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body;
- Be able to work in a team environment with intercultural sensitivity.

*Composition:*<sup>1</sup>

- 15 members of the public (quorum is a majority of appointed members) with at least 50% being self-identified women and/or non-binary, genderfluid, trans, two-spirit, or gender non-conforming, and one seat reserved for an Indigenous person which may not be filled otherwise;
- Greater than 50% of said members' seats shall be filled by people who identify as members of the 2SLGBTQ+ community;

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<sup>1</sup> In appointing members to each Advisory Body, Council shall strive to meet the composition objectives set out in the Diversity on Advisory Bodies Policy (COUN-004).

- 1 Chair, appointed by and inclusive of the 15 members,<sup>2</sup> to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

Alternate members:

Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>3</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

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.~~

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<sup>2</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

<sup>3</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- ~~• 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+~~ 2SLGBTQ+ Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.~~
- ~~• Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.~~
- ~~• A member who is absent from more than two consecutive ~~formal-regular~~ meetings without a leave of absence is deemed to have resigned.~~

### **Remuneration**

- ~~• Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.~~
- ~~• Non-member subcommittee participants are not eligible to receive reimbursement.~~
- ~~• A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.~~

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

- ~~• Guidelines for Advisory Bodies~~
- ~~• Code of Conduct ~~Policy~~ By-law No. 12886~~
- ~~• Diversity on Advisory Body Policy (COUN-004)~~
- ~~• Procedure By-law No. 12577~~

### **Review of Terms of Reference**

~~Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.~~

~~Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.~~

## 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 community engagement and input to Council and / or staff on issues of concern related to their unique mandates. Furthermore, an advisory body:

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- 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.~~ Culture|Shift, the City's culture plan for 2020–2029, as it is implemented and updated;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

### 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:

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

*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 [related to the mandate of the advisory body](#) in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.
- Be able to work in a team environment with intercultural sensitivity.

*Composition:*

- 15 members of the public (quorum is a majority of appointed members)(8 is quorum), with thirteen appointed from the community and two appointed, one from each of:
  - Public Art Committee
  - Vancouver Civic Theatres Board
- 1 Chair, appointed by and inclusive of the 15 members,<sup>4</sup> to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);

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<sup>4</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

- 1 or 2 non-voting staff liaisons (appointed by City Manager).
  - ~~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.~~

### Alternate members:

~~Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.~~

### Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

### Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>5</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

### **Meeting and Administrative procedures**

- The Arts and Culture Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

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<sup>5</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

### Remuneration

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

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

- Guidelines for Advisory Bodies
- Code of Conduct ~~Policy~~ By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

### Review of Terms of Reference

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Children, Youth and Families Advisory Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- Advises Council and staff on the development, implementation, and assessment of City policies and services related to children, youth, and families;
- Advises Council and staff on enhancing access and inclusion for children, youth, and families;
- Identifies opportunities to empower children and youth to have a voice in civic decision making;
- If requested by the Court, is mandated as a family court committee under the *British Columbia Provincial Court Act*, Section 5, and as a youth justice committee under the *Youth Justice Act*, Section 18;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

- ~~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:

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

#### *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 *related to the mandate of the advisory body* in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.
- Be able to work in a team environment with intercultural sensitivity.

*Composition:*

- 21 members of the public (quorum is a majority of appointed members) (~~11 is quorum~~) representing the following three age groups in equal thirds:
  - Between 10 and 15 at the time of appointment;
  - Between 16 and 21 at the time of appointment; and
  - 22 and older.
- ~~14 or younger;~~
- ~~Between 15 and 21; and~~
- ~~22 or older.~~
- 1 Chair, appointed from the 22 and older age group,<sup>6</sup> to a term of 1 or 2 years;
- Optional: 2 Vice-Chairs, appointed from each of the remaining age groups, and/or 1 designated note-taker, appointed by and inclusive of the 21 members, to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

*Alternate members:*

Council may, at its discretion, appoint up to 2 alternate members in each age category, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

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<sup>6</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.
  - ~~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:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>7</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

Police Information Check

In alignment with the Positions of Trust Policy (AE-025-01), all participating Children, Youth and Families Advisory Committee members, alternate members, and subcommittee members aged 19 and older are required to maintain an up-to-date Police Information Check with Vulnerable Sector Screening on file with City of Vancouver Human Resources. Costs associated with such Checks are to be borne by the City Clerk's Office.

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 working sessions generally scheduled during intervening months throughout the year.
- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.

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<sup>7</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

### Remuneration

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

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

- Guidelines for Advisory Bodies
- Code of Conduct Policy By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577
- Positions of Trust Policy (AE-025-01)

### **Review of Terms of Reference**

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Civic Asset Naming Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- ~~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:~~
- Advises Council and staff 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;
- 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, and City-owned assets and facilities.
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

#### Reporting and Accountability

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

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;

- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

~~*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 related to the mandate of the advisory body in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body;
- Be able to work in a team environment with intercultural sensitivity.

*Composition:*

- 9 members (quorum is a majority of appointed members) ~~(5 is quorum)~~, with five appointed from the community and one from each of:
  - Vancouver Historical Society
  - Vancouver Public Spaces Network

- ~~Racial and Ethno-Cultural Equity Advisory Committee Cultural Communities Advisory Committee~~
- Urban Indigenous Peoples' Advisory Committee
  - 1 Chair, appointed by and inclusive of the 9 members,<sup>8</sup> to a term of 1 or 2 years;
  - Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 9 members, to terms of 1 or 2 years;
  - Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
  - 1 non-voting Council liaison (appointed by Mayor);
  - 1 or 2 non-voting staff liaisons (appointed by City Manager).

Alternate members:

Council may, at its discretion, appoint up to 3 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison;

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>9</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.
  - ~~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**

<sup>8</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

<sup>9</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

~~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 working sessions generally scheduled during intervening months throughout the year.
- ~~Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.~~
- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

### Remuneration

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

### Related Guidelines and / or Policies

- Guidelines for Advisory Bodies
- Code of Conduct ~~Policy~~ By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

### Review of Terms of Reference

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Persons with Disabilities Advisory Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- Advises Council and staff on enhancing access ~~for~~ and inclusion for persons with disabilities to fully participate in City services and civic life.
- Advises Council and staff on the Accessibility Strategy and Vancouver Plan;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

- ~~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:

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

*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 related to the mandate of the advisory body in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body;
- Be able to work in a team environment with intercultural sensitivity.

Composition:<sup>10</sup>

- 15 members of the public (quorum is a majority of appointed members);
- Greater than 50% of said members' seats shall be filled by people who identify as a person with a disability;
- 1 Chair, appointed by and inclusive of the 15 members,<sup>11</sup> to a term of 1 or 2 years;

<sup>10</sup> In appointing members to each Advisory Body, Council shall strive to meet the composition objectives set out in the Diversity on Advisory Bodies Policy (COUN-004).

<sup>11</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

Alternate members:

Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>12</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

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

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<sup>12</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- The Persons with Disabilities Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

### Remuneration

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

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

- Guidelines for Advisory Bodies
- Code of Conduct Policy By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

### Review of Terms of Reference

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Racial and Ethno-Cultural Equity Advisory Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Ethno-Cultural Equity Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

#### Mandate and Scope

- ~~Review and advise~~ Advises 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;
- Advises Council and staff on enhancing access and inclusion for racialized communities to fully participate in City services and civic life;
- ~~Support and advise~~ Advises Council and staff on cultural celebrations and events in the City;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.
- ~~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 and Ethno-Cultural Equity in the City.~~

#### Reporting and Accountability

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

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;

- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

*~~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 **related to the mandate of the advisory body** in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body;
- Be able to work in a team environment with intercultural sensitivity.

*Composition:*<sup>13</sup>

- 15 members of the public (quorum is a majority of appointed members);

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<sup>13</sup> In appointing members to each Advisory Body, Council shall strive to meet the composition objectives set out in the Diversity on Advisory Bodies Policy (COUN-004).

- All of said members' seats shall be filled by people who identify as a member of a visible or cultural minority group, racialized or cultural minority community;
- 1 Chair, appointed by and inclusive of the 15 members,<sup>14</sup> to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

Alternate members:

Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>15</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

~~Persons appointed to the Racial and Ethno-Cultural Equity Advisory Committee shall meet the following additional criteria:~~

~~6. Be a member of visible or cultural 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.~~

<sup>14</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

<sup>15</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

*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 and Ethno-Cultural Equity Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

**Remuneration**

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

**Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct Policy By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

**Review of Terms of Reference**

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Renters Advisory Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 Renters Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

#### Mandate and Scope

- Advises Council and staff on strategic City priorities relating to renters;
- Advises Council and staff on enhancing access and inclusion for renters to fully participate in City services and civic life;
- Monitors and responds to the impacts of provincial and federal legislation affecting tenants; and
- ~~Advise Council on enhancing access and inclusion for renters in developing City policy and civic life.~~
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

#### Reporting and Accountability

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

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

*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 related to the mandate of the advisory body in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.
- Be able to work in a team environment with intercultural sensitivity.

Composition:<sup>16</sup>

- 15 members of the public (quorum is a majority of appointed members);
- 1 Chair, appointed by and inclusive of the 15 members,<sup>17</sup> to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of 1 or 2 years;

<sup>16</sup> In appointing members to each Advisory Body, Council shall strive to meet the composition objectives set out in the Diversity on Advisory Bodies Policy (COUN-004).

<sup>17</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

Alternate members:

Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>18</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

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~~
- ~~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**

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<sup>18</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- The Renters Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

### Remuneration

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

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

- Guidelines for Advisory Bodies
- Code of Conduct Policy By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

### Review of Terms of Reference

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Seniors' Advisory Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- 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 seniors ~~the elderly~~ and their families are considered;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

#### Reporting and Accountability

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

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which

further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

*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 related to the mandate of the advisory body in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.
- Be able to work in a team environment with intercultural sensitivity.

*Composition:*

- 15 members of the public (8 is quorum)(quorum is a majority of appointed members);
- 1 Chair, appointed by and inclusive of the 15 members,<sup>19</sup> to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

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<sup>19</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

Alternate members:

Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>20</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.  
Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.
- ~~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 working sessions generally scheduled during intervening months throughout the year.

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<sup>20</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive ~~regular formal~~ meetings without a leave of absence is deemed to have resigned.

### Remuneration

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

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

- Guidelines for Advisory Bodies
- Code of Conduct ~~Policy~~ By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

### Review of Terms of Reference

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Transportation Advisory Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- 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;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on-issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

#### Reporting and Accountability

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

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

*~~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 [related to the mandate of the advisory body](#) in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.
- Be able to work in a team environment with intercultural sensitivity.

*Composition:*

- 15 members of the public (~~8 is quorum~~) ([quorum is a majority of appointed members](#)), representing all modes of transportation;
- 1 Chair, appointed by and inclusive of the 15 members,<sup>21</sup> to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of 1 or 2 years;

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<sup>21</sup> [In alignment with Procedure Bylaw No. 12577, section 15.6.](#)

- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

Alternate members:

Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>22</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.
  - ~~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 working sessions generally scheduled during intervening months throughout the year.

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<sup>22</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

### Remuneration

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

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

- Guidelines for Advisory Bodies
- Code of Conduct Policy By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

### Review of Terms of Reference

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Urban Indigenous Peoples' Advisory Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- Advises Council and staff on issues of concern to Urban Indigenous peoples living in Vancouver;
- Advises Council and staff on the implementation of the *City of Reconciliation Framework* and the *United Nations Declaration on the Rights of Indigenous Peoples*;
- Facilitates effective communication and consultation between the City and Urban Indigenous communities on the lands known as Vancouver;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

- ~~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:

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

*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 lia~~

**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 related to the mandate of the advisory body in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body;
- Be able to work in a team environment with intercultural sensitivity.

Composition:<sup>23</sup>

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<sup>23</sup> In appointing members to each Advisory Body, Council shall strive to meet the composition objectives set out in the Diversity on Advisory Bodies Policy (COUN-004).

- 15 members (quorum is a majority of appointed members) who represent Urban Indigenous Peoples, with at least three members identifying as Métis;
- 1 Chair, appointed by and inclusive of the 15 members,<sup>24</sup> to a term of between 1 and 4 years;
- Optional: 1 Co-Chair and/or Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of between 1 and 4 years;
- Chair, Co-Chair, and/or Vice-Chair term limit is 4 consecutive years; Chairs, Co-Chairs, and/or Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 or 2 non-voting Council liaisons (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager; at least 1 senior-level staff member).

Alternate members:

Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison;
- 1 non-voting Metro Vancouver Aboriginal Executive Council liaison.

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>25</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

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~~

<sup>24</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

<sup>25</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- ~~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 working sessions generally scheduled during intervening months throughout the year.~~
- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

**Remuneration**

- Pursuant to the Council Report of June 5, 2020, entitled "Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings" (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

**Related Guidelines and / or Policies**

- Guidelines for Advisory Bodies
- Code of Conduct ~~Policy~~ By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

**Review of Terms of Reference**

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk's Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Vancouver Food Policy Council

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- Supports the development of just and sustainable food systems in alignment with the Vancouver Food Charter;
- Advises 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;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

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

- ~~1. 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:

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

#### *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 related to the mandate of the advisory body in Vancouver; **and**

- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body;
- Be able to work in a team environment with intercultural sensitivity.

Composition:<sup>26</sup>

- 21 members of the public (quorum is a majority of appointed members);
- The composition of members should demonstrate a balance of the following areas of expertise (including professional, volunteer, education, research, and/or lived experience):
  - Production;
  - Processing and Distribution;
  - Retail;
  - Food Security, including Financial Accessibility and Availability;
  - Food Waste;
  - Indigenous Food Sovereignty;
  - Resilience;
  - Equity, Diversity and Inclusion;
- The composition of members shall include a minimum of 12 members who self-identify with the following lived experiences (at least two members within each category). If these criteria are not able to be met, vacancies will be held until recruitment achieves this composition:
  - Indigenous Peoples
  - 2SLGBTQ+
  - Persons of Colour/Racialized Communities
  - Persons with Disabilities
  - Seniors (age 65+)
  - Young Adults (age 19 – 25 at time of appointment);
- 1 Chair, appointed by and inclusive of the 21 members,<sup>27</sup> to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 21 members, to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

Alternate members:

Council may, at its discretion, appoint up to 6 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

Optional Seats:

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;

<sup>26</sup> In appointing members to each Advisory Body, Council shall strive to meet the composition objectives set out in the Diversity on Advisory Bodies Policy (COUN-004).

<sup>27</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

Length of term:

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>28</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

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 Vancouver Food Policy Council holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.

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<sup>28</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive formal-regular meetings without a leave of absence is deemed to have resigned.

#### **Meeting and Administrative procedures**

- ~~The VFPC meets formally at least 8 and no more than 10 times annually (no meeting in August or December).~~

#### **Remuneration**

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

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

- Guidelines for Advisory Bodies
- Code of Conduct Policy By-law No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

#### **Review of Terms of Reference**

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.

## Women's Advisory Committee

### Terms of Reference

#### Role of Advisory Bodies

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

- Advises on current Council priorities, goals, and objectives;
- Considers policy matters which may be referred ~~to it~~ by Council or staff, and provides strategic policy advice;
- 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 and feasible;
- 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 and Scope

- Advises Council and staff on enhancing access and inclusion for women and girls to fully participate in City services and civic life;
- Advise Council and staff on the Women's Equity Strategy as it is developed, implemented and updated;
- Works collaboratively with counterparts from other Advisory Bodies to identify opportunities for joint action on-issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

#### Reporting and Accountability

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

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Advisory Bodies should conduct their activities in accordance with the Guidelines for Advisory Bodies, Code of Conduct Bylaw No. 12886, and Procedure By-law No. 12577, which

further set out responsibilities and expectations for Advisory Body members, chairs, staff, and liaisons.

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 **related to the mandate of the advisory body** in Vancouver; and
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body;
- Be able to work in a team environment with intercultural sensitivity.

Composition:<sup>29</sup>

- 15 members of the public (quorum is a majority of appointed members) who identify as women;
- 1 Chair, appointed by and inclusive of the 15 members,<sup>30</sup> to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 15 members, to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;

<sup>29</sup> In appointing members to each Advisory Body, Council shall strive to meet the composition objectives set out in the Diversity on Advisory Bodies Policy (COUN-004).

<sup>30</sup> In alignment with Procedure Bylaw No. 12577, section 15.6.

- 1 non-voting Council liaison (appointed by Mayor);
- 1 or 2 non-voting staff liaisons (appointed by City Manager).

*Alternate members:*

Council may, at its discretion, appoint up to 5 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

*Optional Seats:*

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

*Length of term:*

- Term ends immediately before the first Monday after November 1 in the year of a general local election. However, no regular meeting shall be held between the last day of the nomination period and general voting day.<sup>31</sup>
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than two consecutive terms, or eight consecutive years, whichever is greater, on the same Advisory Body. A former member is eligible for reappointment after one year of non-membership.

*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**

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<sup>31</sup> In alignment with The Vancouver Charter section 160, "Discharge of Committees," and Procedure Bylaw No. 12577, section 2.9.

- The Women’s Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Advisory Bodies may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive regular formal meetings without a leave of absence is deemed to have resigned.

### Remuneration

- Pursuant to the Council Report of June 5, 2020, entitled “Advisory Committees – Expense Reimbursement and Enhanced Training and Childminding at Council and Advisory Committee Meetings” (RTS 13453), Advisory Body members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Advisory Body members attending in-person regular meetings held over lunch or dinner hours.

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

- Guidelines for Advisory Bodies
- Code of Conduct Policy No. 12886
- Diversity on Advisory Body Policy (COUN-004)
- Procedure By-law No. 12577

### Review of Terms of Reference

Advisory Body Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk’s Office staff to keep Advisory Bodies in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Advisory Body will be sought either throughout or toward the end of their terms to consider new revisions to 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:*

- Membership of the Committee will be inclusive of low income residents
- 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. Members 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.

## First Shaughnessy Advisory Design Panel

### Terms of Reference

#### **Purpose**

To advise Council, the Development Permit Board or the Director of Planning, as the case may be, regarding all significant development and minor amendment applications in the First Shaughnessy District.

To preserve and protect the heritage and special character of the First Shaughnessy District.

To advise the Director of Planning concerning the implementation and effectiveness of the approved planning policies, regulations and design guidelines for the First Shaughnessy District.

#### **Mandate**

The Panel is an advisory body authorized only to make recommendations to Council, the Development Permit Board or the Director of Planning. It does not have the authority to approve or refuse development applications or to make policy decisions.

#### **Organization**

The First Shaughnessy Advisory Design Panel shall consist of fourteen members. Eight members shall be residents of the First Shaughnessy District of which four shall be appointed from nominations received from the Shaughnessy Heights Property Owners' Association (SHPOA) and four shall be appointed from nominations received for resident members-at-large, two members shall be architects appointed from nominations received from the Architectural Institute of British Columbia (AIBC), two members shall be landscape architects appointed from nominations received from the British Columbia Society of Landscape Architects (BCSLA), one member shall be a realtor appointed from nominations received from the Real Estate Board of Greater Vancouver (REBGV) and one member shall represent heritage interests and be appointed from nominations received from the Vancouver Heritage Commission (VHC).

Members shall be appointed by City Council.

No individual may be appointed if that person is an elected representative of Vancouver City Council, the holder of elected office with the City of Vancouver or an employee of the City of Vancouver.

Resident members shall be current residents of First Shaughnessy.

Appointees nominated from the AIBC, BCSLA, REBGV and VHC shall not reside in the First Shaughnessy District.

Non-resident members shall have experience relevant to the planning and development issues of the First Shaughnessy District.

Council shall appoint each member for a term of two years and may reappoint each member for a second term of two years. A resident appointee who is the current chair of the First Shaughnessy Advisory Design Panel may be reappointed by Council to a third term of two years. After an absence of one term (two consecutive years), an individual may again seek nomination.

Council shall make appointments to the First Shaughnessy Advisory Design Panel at the beginning of each calendar year. The terms of appointment shall be staggered such that approximately one-half of the appointments from each of the SHPOA, resident members-at-large, AIBC and BCSLA shall expire in one year. (Due to the possibility of a third two-year term for the Chairperson, some flexibility in this arrangement shall be permitted).

Any vacancy caused by death, removal, or resignation of a member shall be filled by City Council for the unexpired term of such member.

The Chairperson and Vice-Chairperson shall be elected once a year by the Panel from the resident membership and shall serve a minimum of one year.

The Chairperson and six members, including four resident and two non-resident members one of whom represents the AIBC, the other the BCSLA, shall constitute a quorum. A majority of affirmative votes shall be required for a motion to pass.

Members shall serve without remuneration.

The First Shaughnessy Advisory Design Panel shall record its own minutes and advise Council, the Development Permit Board or Director of Planning, as the case may be, in writing on development permit applications and other planning matters where appropriate.

### **Procedures**

The First Shaughnessy Advisory Design Panel shall convene every three weeks to conduct business and review development applications. The business portion of the meeting shall be abbreviated when a large number of development applications are scheduled for review.

Additional meetings may be scheduled as circumstances warrant. Such circumstances may include extraordinary numbers of development applications, orientation of new members, general business and preparation of recommendations to the Director of Planning.

An agenda shall be received by Panel members the Friday before the scheduled meeting. The agenda will include a schedule for project review, location maps, reduced application drawings and one page design rationales for each project.

Panel meetings shall be conducted by the Chairperson, or Vice-Chairperson in the Chairperson's absence.

The business portion of the meeting shall occur In-Camera; however, the review and discussion of any development application shall occur in the presence of the applicant.

The procedure for the review of development applications shall be generally as follows:

- (a) the applicant briefly presents the design concept and rationale;
- (b) the Panel and Staff Coordinator may ask questions of clarification;
- (c) the Staff Coordinator presents Planning staff concerns;
- (d) the Panel may ask questions of clarification;
- (e) the Panel discusses the application in the context of the Terms of Reference, relevant By-laws and Council-adopted policies and guidelines;

(f) the Panel decides to support or not support the application or defer its review.

The advice or recommendation of the First Shaughnessy Advisory Design Panel shall be attached to each application and forwarded to Council, the Development Permit Board or Director of Planning, as the case may be, for consideration.

**Conflict of Interest**

Appointees shall abide by all conflict of interest standards adopted by Council and by any additional conflict of interest guidelines adopted by the First Shaughnessy Advisory Design Panel.

## 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:*

- Membership of the Committee will be inclusive of low income residents
- 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.
- Members 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.



CITY CLERK'S DEPARTMENT  
Office of the City Clerk

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**MEMORANDUM**

March 11, 2021

TO: Mayor and Council

CC: Paul Mochrie, Acting City Manager  
Karen Levitt, Deputy City Manager  
Lynda Graves, Administrative Services Manager, City Manager's Office  
Anita Zaenker, Chief of Staff, Mayor's Office  
Aftab Erfan, Chief Equity Officer  
Sandra Singh, General Manager Arts, Culture and Community Services  
Maria Pontikis, Director, Civic Engagement and Communications  
Tina Penney, Director of Legislative Operations and Deputy City Clerk

FROM: Rosemary Hagiwara, Acting City Clerk

SUBJECT: Review of Type A Advisory Bodies RTS 14019 – Update

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**PURPOSE**

This memo provides a progress update on staff's review of the Advisory Body system. No recommendations are brought forward in this report, since doing so in the middle of a recruitment cycle would likely further delay committee start dates. Staff have undertaken extensive research and identified the key issues, but will require more time to consult with Advisory Bodies before recommendations can be developed and presented.

**BACKGROUND**

At the February 27, 2019 Council meeting, Council adopted the recommendation identified in the report, *Establishment of Council Advisory Bodies and The Associated Terms of Reference and Diversity on Advisory Bodies Policies*, which re-established 12 'Type A' Advisory Bodies and also established the Diversity on Advisory Bodies Policy. In the approved motion, Council directed staff to:

*"...undertake a review of the Type A advisory bodies and report back to Council by September 2020"*

At the September 15, 2020 Council meeting, Council received a report identifying the need for more training for Advisory Body members. During the budget process, Council approved \$20,000 in funding, enabling staff to move forward with significant training enhancements in 2021.

On October 6, 2020, due to COVID-19 and workflow issues, the 'Type A' Advisory Body Review report was postponed until Q1 of 2021. To allow for this postponement without disrupting other priorities, Council extended committee members' current term to April 30, 2021.

At the November 2, 2006 Council meeting, the following types of Advisory Bodies were adopted:

- Type A Advisory Bodies (advisory to Council)
- Type B Advisory Bodies (advisory to staff)
- Type C Advisory Bodies (for statutory functions)
- Type D Task Forces (for the provision of policy advice and recommendations to the Mayor, with input from the City Manager as necessary)

The present memorandum addresses 'Type A' Advisory Bodies only.

## DISCUSSION

The 'Type A' Advisory Bodies gather input about a cross-section of community interests from a diverse range of demographics, providing advice to inform Council's decisions. The City views citizen involvement as key to Vancouver's democratic life, and Advisory Bodies are a primary tool for public engagement. Advisory Body members are dedicated to their roles and have had many positive impacts on Council decisions over the years. However, more recently members have expressed concerns and frustrations over process-related matters, including the need for clarity on the role, mandate, scope, and protocols of Advisory Bodies. There have also been concerns regarding equity, fairness, and inclusivity in the Advisory Bodies.

For these reasons, in the February 2019 motion cited above, Council directed staff to review the 'Type A' Advisory Body system and report back with their findings. The following four sections identify the work staff has completed so far and the next steps to take. The research conducted includes surveys and as well cross-jurisdictional scans of practices in other municipalities. The key findings of that research highlight ways in which Advisory Bodies can function most successfully. This information is used to suggest new training opportunities that could be incorporated into our Advisory Body system and the next steps to take to put the research into action.

### 1. Research

Survey responses and interviews were sought from elected officials of Council and the Park Board, Advisory Body members, City staff, and the public at large—including members of the public with expertise in local governance. Further, a jurisdictional scan was conducted to identify comparable municipalities, and a cursory literature review was conducted to establish current best practices.

#### *Municipal Comparators*

The 10 municipalities selected as comparators for this review were:

Canada	Surrey, Edmonton, Winnipeg, Ottawa, Toronto, Halifax
USA	Seattle, Portland, Sacramento
New Zealand	Auckland

These municipalities were chosen for their similarities to Vancouver in terms of population size, legislative frameworks, and culture.

## **2. Key Findings**

The research, which can be reviewed in full in the Appendix, shows that the municipalities with the strongest Advisory Body system adhere to several key principles: clarity regarding the basics of meeting practices and procedures; aligning Advisory Bodies with Council's priorities; ongoing social and professional support; and a proactive attitude in addressing any communications or interpersonal issues that arise. The jurisdictional scan reaffirmed that Advisory Body systems can be a highly effective mode of public engagement when properly structured and provided with appropriate training. They reach out to a broad range of residents and ensure involvement in the democratic process. The research further shows the positive effects of robust onboarding, ongoing training, and support mechanisms for committee members. This information indicates that the structural and support issues across our Advisory Body system must be addressed to ensure meaningful, productive, and respectful engagement for all involved.

## **3. Training**

During the 2021 budget considerations, Council allocated \$20,000 to support improvement in Advisory Body training. The importance of training was highlighted by the fact that Council members and staff liaisons independently requested more Advisory Body training for themselves and for members, and approximately 83% of responding members expressed interest in more training opportunities. Advisory Body training typically addresses roles, responsibilities, and best meeting practices. However, with this additional funding it will also address cultural competencies and interpersonal communication skills, which will enable committee members to align their conduct with the City's priorities for equity, inclusivity, and fairness.

## **4. Recommended Next Steps**

With the benefit of the research conducted thus far, staff believe the next step is to determine solutions to the main issues identified and report back to Council with recommendations for improvements. To do this, staff will work with the Advisory Bodies to redesign our engagement process, and determine the practical details of restructuring. This collaborative approach will ensure that members' input is part of the solution. Staff will report back on this process early next year. Meanwhile the current structure will continue and an improved training program will be implemented for the new appointees.

Some preliminary considerations staff will explore with the Advisory Bodies over the next few months include:

- Revising Terms of Reference to clarify core purposes, roles and responsibilities, scope, and mandates, as well as to improve the personal and professional development experience for Advisory Body members;
- Considering, with all parties involved, the possible re-formation of the Children, Youth and Families Advisory Committee into a focused Youth Advisory Council;
- Exploring the possibility of broadening the purpose of the Black History Month Event Planning Committee to focus on anti-black racism redress, and issues affecting local Black and African Diaspora communities;

- Considering the possibility of shifting some 'Type A' advisory bodies to 'Type B,' based on current reporting structures and levels of involvement with Council policy;
- Exploring the streamlining of Advisory Bodies to strengthen cohesiveness and purpose, and avoid duplication of responsibilities;
- Piloting new, less formal meeting procedures for those Advisory Bodies that choose to do so;
- Exploring potential Procedure By-law changes to allow committees options for action beyond the motion mechanism;
- Exploring more dialogue and relationship-centred forms of team building, support mechanisms, and communication;
- Workshopping training materials to support Advisory Body members and staff;
- Reducing the current number of Advisory Bodies to increase resources and support capacity from staff, and/or reconfiguring Advisory Bodies according to issue or theme.

#### FINAL REMARKS

Advisory Bodies are a valuable tool for civic engagement and must be continually sharpened and reviewed to ensure their effectiveness in advising Council. Improvement can be achieved through consistent, ongoing evaluation of Advisory Bodies' structures, mandates, equity safeguards, and training procedures.

If Council has any questions or needs further information, please feel free to contact Tina Penney, Director of Legislative Operations, at [tina.penney@vancouver.ca](mailto:tina.penney@vancouver.ca).

Sincerely,



Rosemary Hagiwara  
Acting City Clerk

## ***Appendix A: Research Summaries***

### **Executive Summary**

This appendix provides greater context for the memorandum's recommended next steps. It includes details of the Advisory Body review's:

- cursory literature review;
- engagement with advisory body members, staff and Council;
- key findings of the jurisdictional scan of 10 municipalities across 3 democratic countries;  
and
- the Advisory Body members' survey results.

### **Cursory Literature Review Summary**

A cursory literature review surveyed 15+ academic and “grey” articles and texts, with three key themes emerging:

1. It is important to align public institutions to produce positive public policy outputs, as there is a direct correlation between the structure of these institutions and the socio-economic health of a city.
2. Public engagement can create innovation, introduce diverse perspectives, and challenge the status quo, creating opportunities for more equitable and inclusive public institutions.
3. The design of any form of public engagement matters. It is important to be thorough in monitoring and evaluating engagement, and to continually fine-tuning the processes and structures in place. Ongoing training and evaluation, with clear metrics and baseline data, will help track the progress of Advisory Bodies.

### **Overview of Council, Park Board and Staff Liaison Feedback**

Survey and interview feedback largely aligned with the research findings on common challenges and ways to strengthen Advisory Bodies.

#### ***Key Feedback:***

##### ***Identified Challenges and Concerns***

- Some indicated concerns about Advisory Bodies being used to “rubber stamp” projects.
- Scheduling conflicts were cited as a barrier to participation for some respondents.
- Evidence showed some misunderstanding of roles and responsibilities, suggesting that the City could work more collaboratively across departments to create consistent expectations between involved relationship networks.
- Some respondents stated that certain Advisory Bodies are inundated with staff requests for consultation, suggesting that workloads may need to be revisited.
- One respondent suggested it is unclear how the work of external liaisons relates to the specific mandates of Advisory Bodies.

##### ***Identified Needs***

- All surveyed suggested a need to strengthen internal communication, to better empower members of Advisory Bodies. Communication gaps were noted in familiarity with staff projects, Council agendas, and upcoming priorities, as well as communication across Advisory Bodies.
- A few respondents stated they want to see Advisory Bodies be meaningfully empowered to effect positive public policy outcomes.
- Broadly, all respondents indicated a need for improved clarity in expectations of Advisory Bodies.

##### ***Identified Suggested Improvements***

- The large majority of respondents suggested improvements in support, communication, and relationships between Advisory Bodies, staff, and Councillors.
- A respondent suggested the creation of spaces for Advisory Bodies to hear from communities; or some type of public engagement effort specifically for Advisory Bodies.
- A respondent suggested that staff rotate to a different Advisory Body annually or at the end of a term, to hear more broadly from all Advisory Bodies.

**Overview of Key Findings of the Cross-Jurisdictional Scan**

***Number of Advisory Bodies in each Municipality***

Municipality	# of similar 'Type A' Advisory Bodies (discovered by interviews excluding Vancouver)	Total number of advisory bodies (as tallied on city public webpage)
Vancouver	12	39
Surrey	8	28
Edmonton	9	39
Winnipeg	30	28
Ottawa	5	10
Toronto	8	70+
Halifax	17	18
Seattle	n/a (no real 'Type A's')	70
Portland	--	70+
Sacramento	20	31
Auckland	7	11

***Municipal Comparator Key Findings***

<b>7/10</b>	municipalities <b>conduct interviews</b> with Advisory Body candidates, even if not consistently (Toronto, Ottawa, Auckland, Edmonton, Sacramento, Seattle, Halifax).
<b>6/10</b>	municipalities <b>have one or more dedicated staff members</b> for Advisory Bodies (Ottawa, Auckland, Portland, Seattle, Toronto, Sacramento).
<b>5/10</b>	municipalities <b>conduct targeted outreach to specific demographics</b> to increase diversity and inclusion on advisory bodies (Auckland, Sacramento, Edmonton, Halifax, Toronto).
<b>4/10</b>	municipalities <b>focus on continuing education and relationship-building</b> , in lieu of robust initial training/orientation (Auckland, Ottawa, Portland and Toronto).
<b>4/10</b>	municipalities <b>have a process to measure success</b> or outcomes of Advisory Bodies (Edmonton, Auckland, Ottawa, Toronto).
<b>4/10</b>	municipalities <b>experience consistent citizen demand</b> to be on advisory bodies (Portland, Seattle, Toronto and Ottawa); and <b>5/10 experience varied citizen demand</b> , usually in reaction to topical issues (Sacramento, Edmonton, Winnipeg, Halifax, Surrey).
<b>1/10</b>	municipalities <b>provide multiple spaces and opportunities for network relationship strengthening</b> (Auckland).

***Structure and Processes of Other Municipalities surveyed***

**AUCKLAND**

- Their demographic advisory panels have influenced federal public policy directions on accessibility legislation.
- In lieu of robust education or initial training, they have feedback loops of support through "communities of practice" for their members and staff liaisons;

- They hold two to three Council or Council-style meetings per year, to increase the time members have to talk directly to Council;
- They use clear, plain language in documentation, and give their members and staff liaisons orientation handbooks to encourage success in their roles;
- They have one full-time staff member dedicated to support for these Advisory Bodies and all networks involved;
- They keep meetings informal and explicitly do not use the Westminster model of meeting procedures, Robert's Rules of Order, or action through motions.

#### **TORONTO**

- Has an advisory body system with the largest scanned cross-department staff support team;
- Their outreach efforts are becoming more targeted to increase diversity on their bodies;
- They are looking at ways to increase their feedback loops, and plan to start "communities of practice" with staff liaisons and Advisory Body member chairs
- At one point in the past they had close to seventeen citizen Advisory Bodies that reported to their Council, but shifted some to be advisory to staff.

#### **OTTAWA**

- Conducted a review and restructuring of Advisory Bodies in 2012;
- They increased clarity in their processes to report to Council, by developing checklists and application sheets to create sub-committees and working groups;
- They revised their Terms of Reference with language providing clear boundaries for the scope and mandates of these bodies;
- They have one primary designated staff to support the work and relationship networks of Advisory Bodies.

**SEATTLE** has a policy analyst team that works with the Mayor, Council, and their Advisory Bodies to help deliberate through policy problems in more structured ways. Seattle is the only city with a publicly available online orientation module.

**EDMONTON** provides two evening meetings per year for Advisory Bodies to speak directly to Council, to report on achievements, priorities, and future goals.

**HALIFAX** is the only city scanned that provides testimonials on their webpage of past member experiences on Advisory Bodies, and has an infographic for how to apply to Advisory Bodies.

**PORTLAND** is the only city scanned that holds courses for staff and Advisory Body members, focused on intercultural dialogue and communication-related conduct.

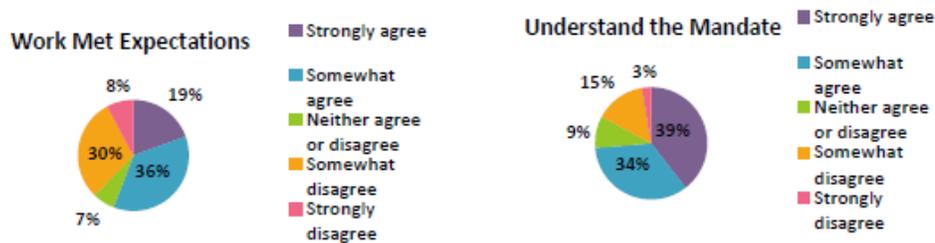
### Advisory Body Member Survey Results

In October 2020, 143 Advisory Body members were given a survey to understand: the demographic composition of the Bodies; satisfaction with liaisons; and perceived challenges and solutions. The following are descriptive statistics. No inferential statistics were conducted (i.e., significance testing).

The response rate of the survey was 52% (74/143 or n = 74).

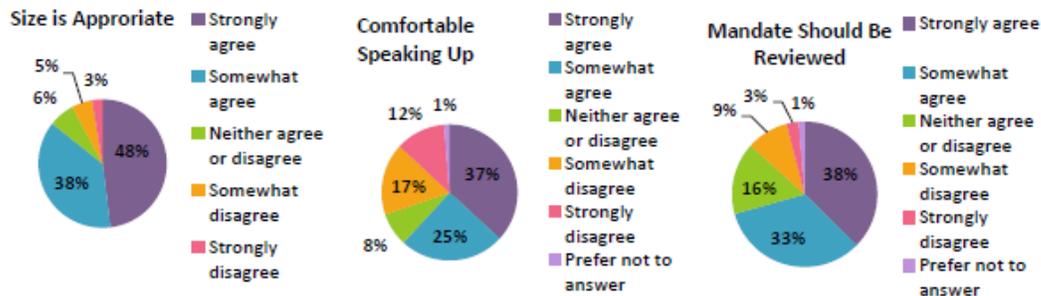
#### Expectations Met and Understanding Mandates

A majority of respondents believe that the work has met their expectations; and a large majority believe that they understand the mandate of their respective committees.



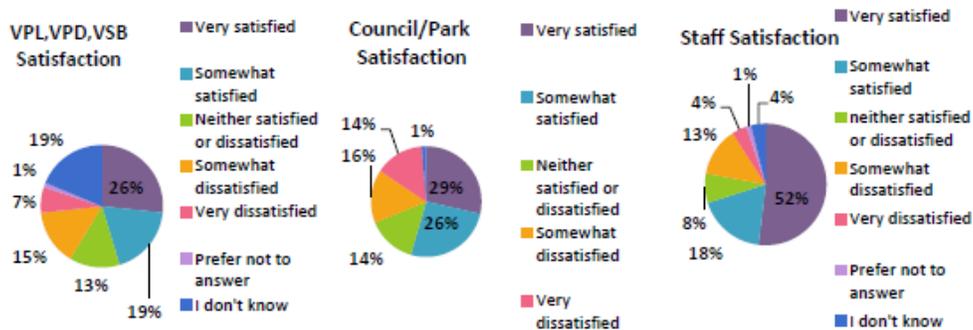
#### Size, Speaking Comfort, and Mandate Review

A large majority of respondents thought the size of their Advisory Body was appropriate; a fair majority felt comfortable in speaking at meetings; and a large majority agreed that the mandates of committees should be periodically reviewed.



**Satisfaction with Liaisons**

There is the highest level of satisfaction with staff liaisons, then Council liaisons, then VPL, VSB, and VPD liaisons.

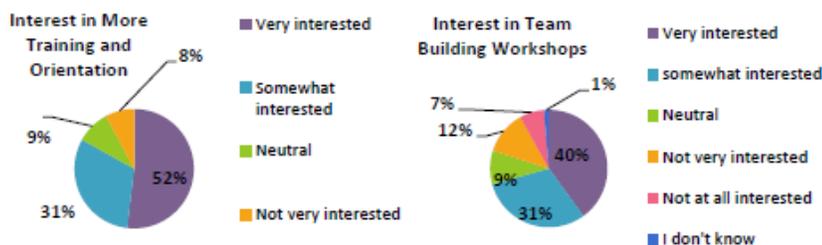


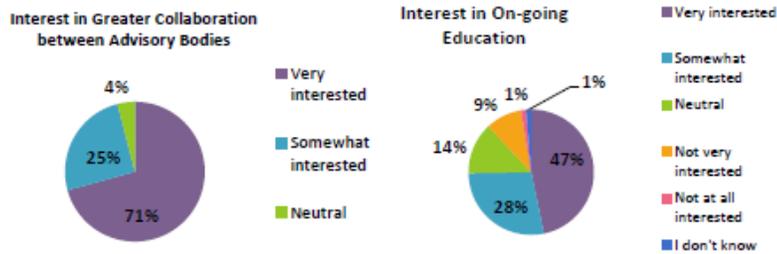
**Identified Challenges and Solutions from Respondents**

Respondents were asked about specific challenges, and their responses revealed broad concurrence with challenges shown in other research. Some responses noted concerns around "tokenism" and using Advisory Bodies in ways that do not benefit members or related communities. Anti-oppression training was a suggested solution to address communication and interpersonal issues. It was also suggested that the City hire a planner devoted specifically to seniors' issues. Finally, it was suggested that more Indigenous policy analysts and planners be hired, to shift the inundation of staff consultations on Indigenous issues from volunteer advisory bodies to staff.

**Interest Levels in more Support, Collaboration, Teamwork Facilitation, Training and Education**

There was broad majority support for all four tentative solutions proposed to Advisory Body members, which were devised based on initial evidence from other municipalities.





**Other Observations**

Some respondents expressed frustration with the current functioning of Advisory Bodies. As identified across all comments, respondents tended to overestimate the City's capacity limits in supplying greater funding, more staff resources, and in general far more support for the activities conducted by Advisory Bodies.

There were a notable handful of comments across all the questions that saw the use of the motion mechanisms as deeply colonial, culturally unsafe, and not necessary for the functioning of these bodies. Equally, a handful of comments suggested that these bodies should not have to use Robert's Rules of Order.

**Demographics of Advisory Bodies**

These are the key summary demographic statistics. Non-responses are excluded, which is why percentages may not add up to 100%. Underrepresented groups across all bodies include: young adults (18–30); visible minorities/non-white groups/women; seniors over 70; Indigenous people; and non-binary/gender variant people. Some categories have been grouped together due to the small sample and to protect individual identities. *All responses are self-reported and self-identified.*

Gender	%
Women	47%
Non-Binary/Other	5%
Men	34%
Prefer not to answer	11%

Age	%
Under 30	11%
30-39	31%
40-49	16%
50-59	13.5%
60-69	12%
70+	7%
Prefer not to answer	7%

Formal Education Level	%
College/Tech/Vocational School Diploma/Degree or less	22%
Bachelor	31%
Master	38.5%
PhD	4.5%
Prefer not to answer	3%

Ethnicity	%
Indigenous	9%
Chinese/Asian/South Asian/South East Asian	12%
White/European Ancestry	42%
Other (Hispanic/Black/Middle Eastern)	11%
Prefer not to answer	13.5%

Individual Income Range	%
< 30k	12%
30-39k	4%
40-49k	3%
50-59k	8%
60-69k	12%
70-79k	12%
80-89k	8%
90-99k	7%
100k <	12%
N/A	16%
Prefer not to answer	4%

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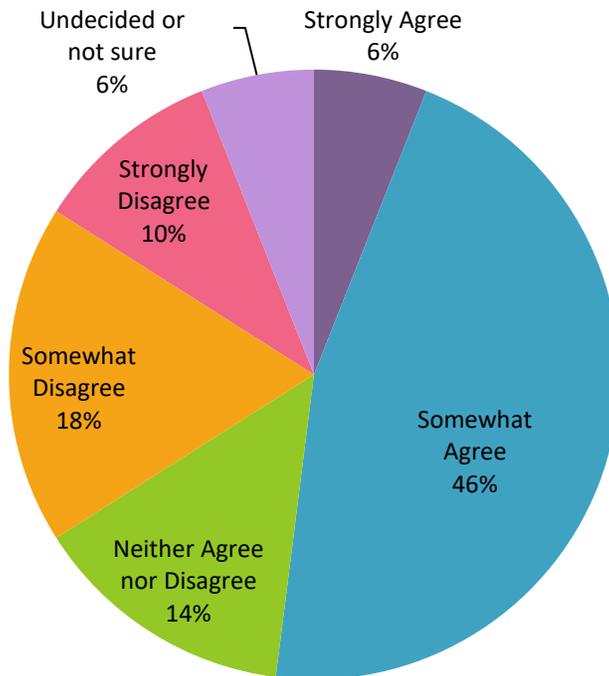
## **Appendix D: Advisory Body Survey Data, 2021-2022**

### **Type A Advisory Body Member Perception Survey 2021-2022**

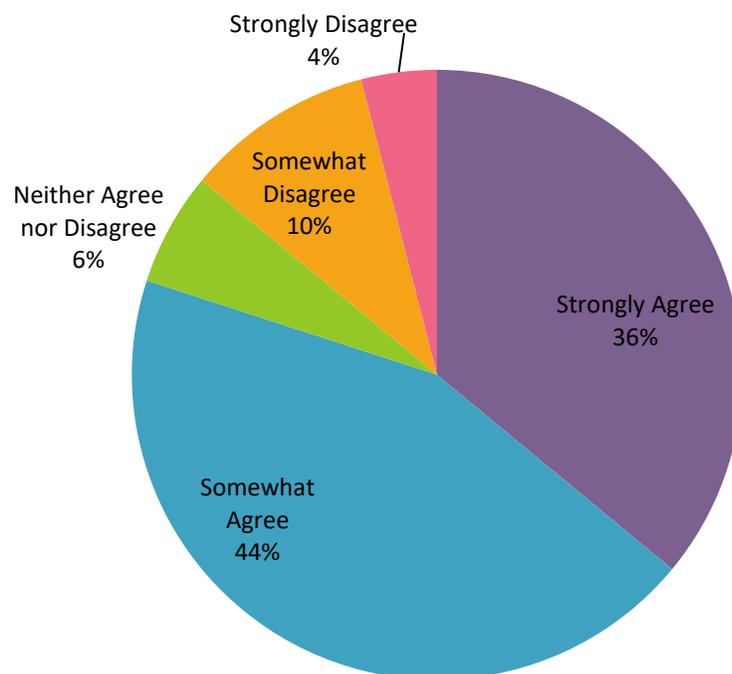
Please note: this survey was distributed to 180 Advisory Body members, with a 46% response rate.

The responses indicate that the majority (74%) are new members, while 24% are returning members.

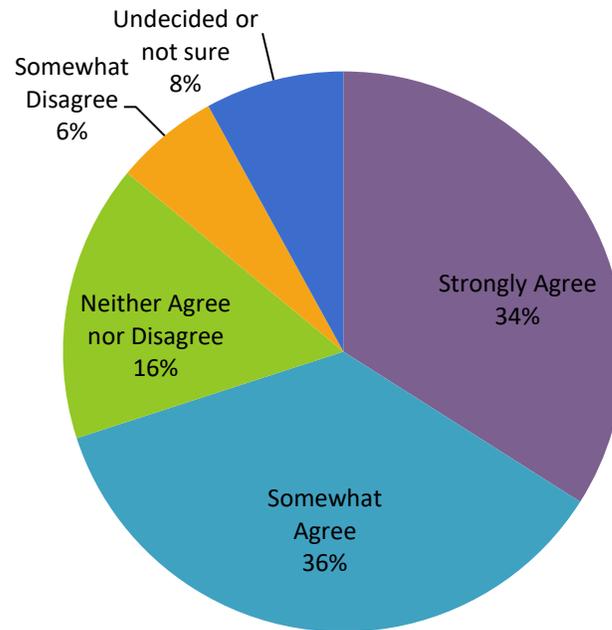
1. Please indicate if you agree or disagree with the following statement: "The work, activities, and conduct of the advisory body I am on have met my expectations."



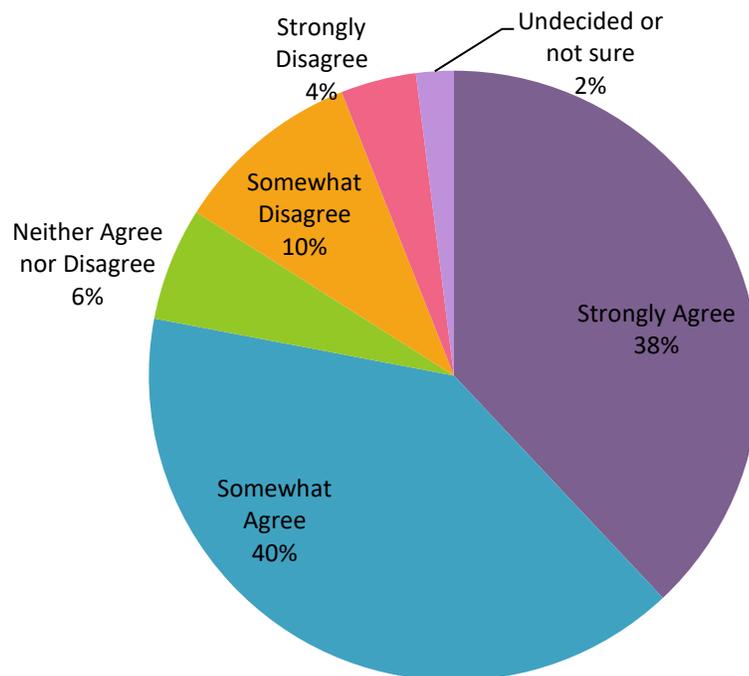
2. Please indicate if you agree or disagree with the following statement: "The mandate of the advisory body I am on is clear to me."



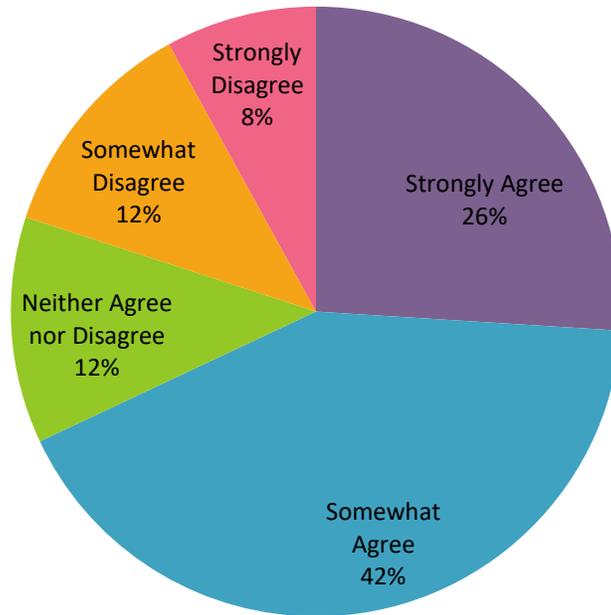
3. Please indicate if you agree or disagree with the following statement: "The size of the advisory body I am on, at full capacity, is appropriate"



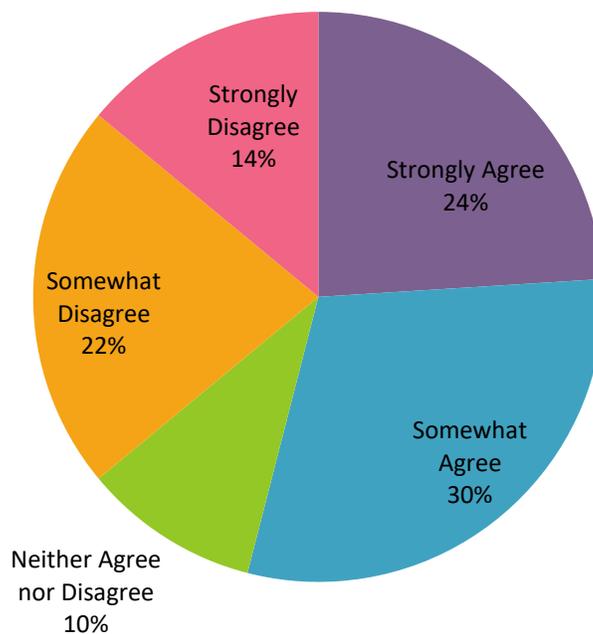
4. Please indicate if you agree or disagree with the following statement: "The space allows for members to feel comfortable voicing opinions, thoughts and ideas at advisory body meetings."



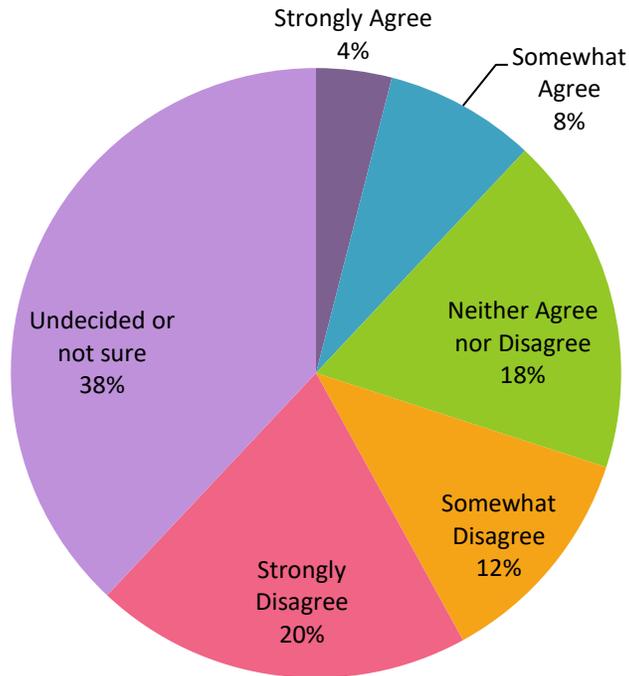
5. Please indicate if you agree or disagree with the following statement: "I think the mandate/purpose of my advisory body should be periodically adjusted and refocused to ensure clarity of aims and objectives for all involved."



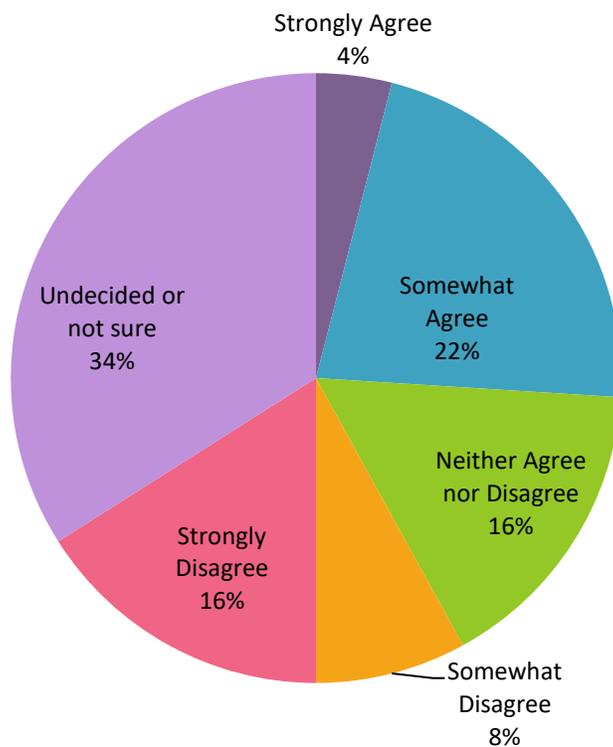
6. Please indicate if you agree or disagree with the following statement: "My advisory body is adequately resourced, in terms of staff support."



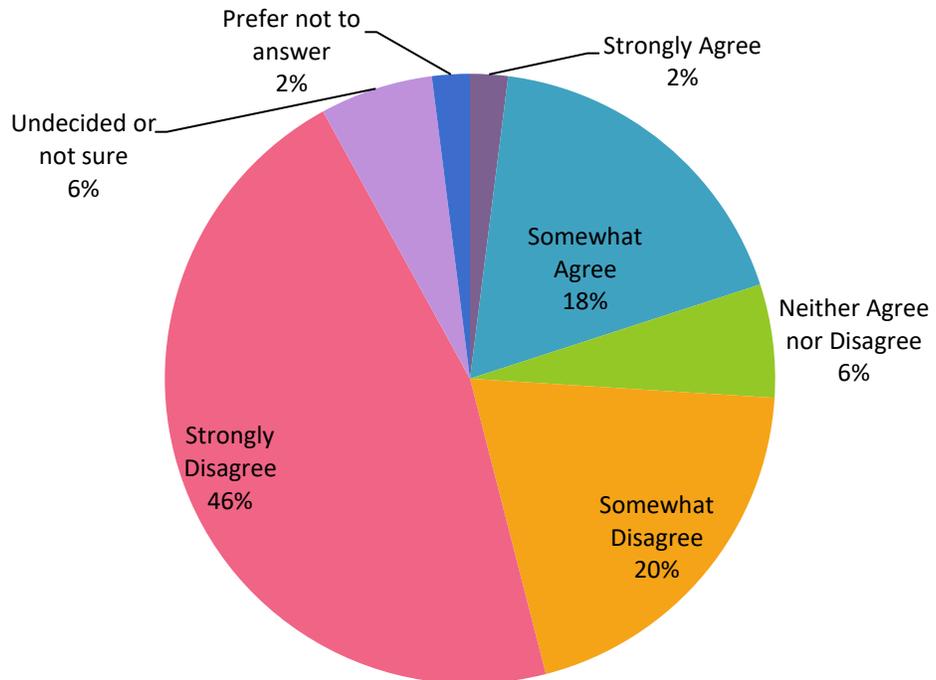
7. Please indicate if you agree or disagree with the following statement: "My advisory body is adequately resourced, in terms of financial support."



8. Please indicate if you agree or disagree with the following statement: "Some of the work of my advisory body is being duplicated by other advisory bodies or staff groups."



9. Please indicate if you agree or disagree with the following statement: “The work of my advisory body could be amalgamated with the work of another advisory body with a similar mandate.”



## **Type A Advisory Body Demographic Survey 2021-2022**

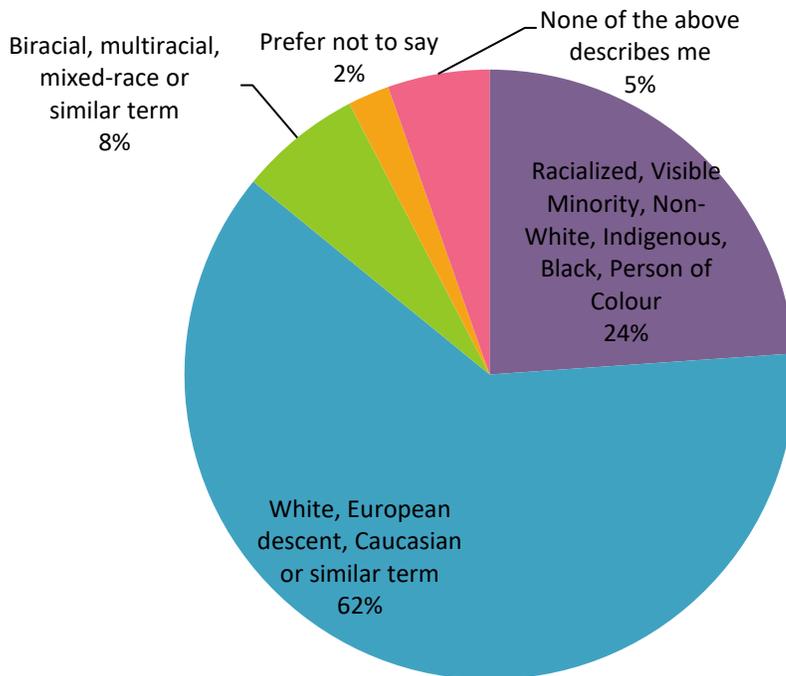
Please note: this survey was distributed to 179 Advisory Body members, with a 51% response rate.

8% of the respondents identify as Indigenous people (for the purposes of the survey “Indigenous person” is defined as those whose ancestors have lived on Turtle Island—referred to as North America by settler societies—since time immemorial).

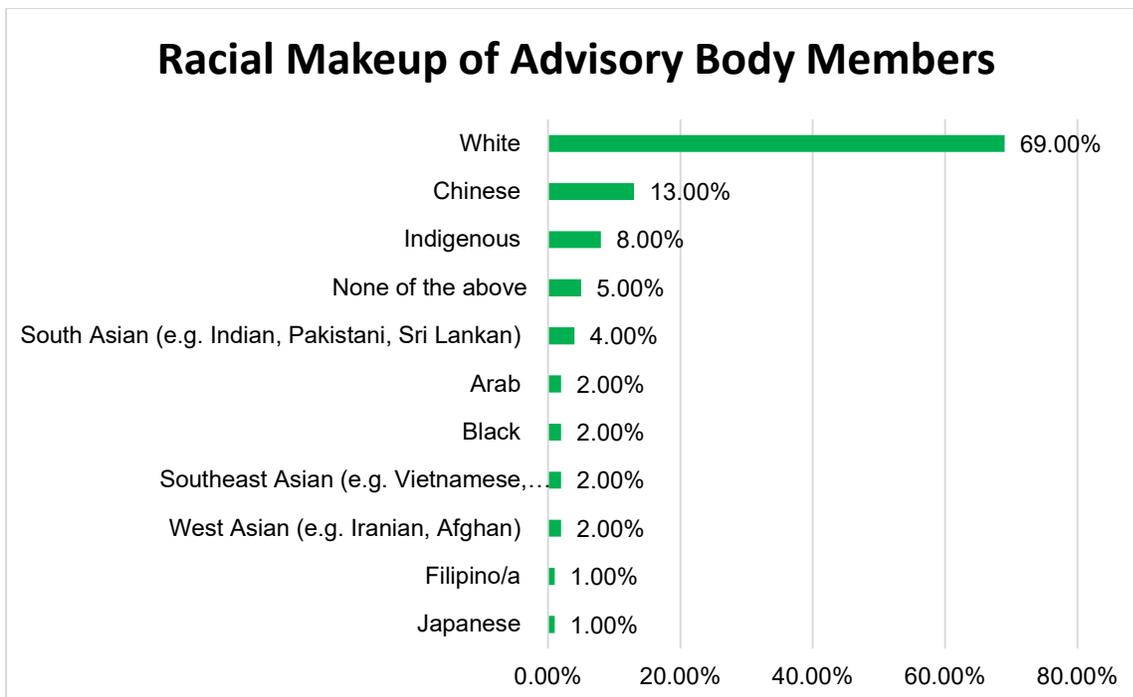
76.1% of the respondents were born in Canada, and 22.8% of respondents indicated that they are first-generation immigrants.

24% of respondents who indicated that they were born outside Canada have lived in Canada for less than 5 years.

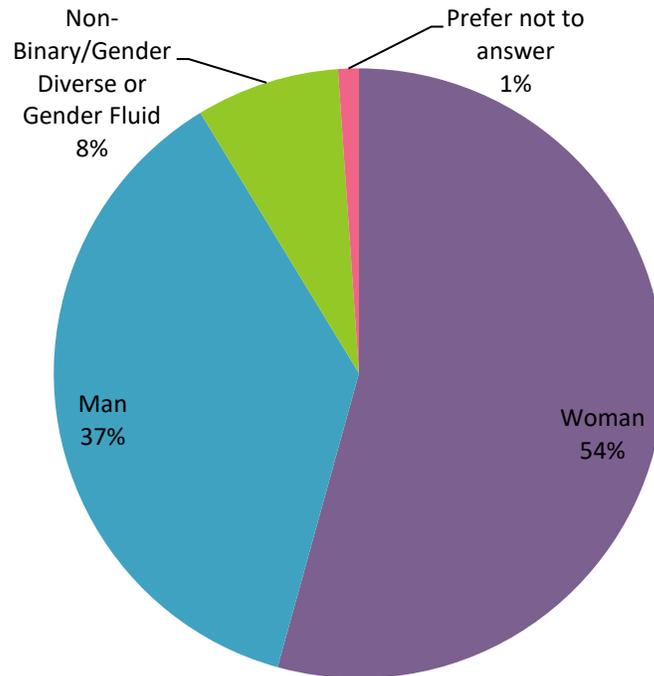
1. Which of the following best describes your racial identity? Race typically refers to groupings of people based on shared physical characteristics, such as skin colour.



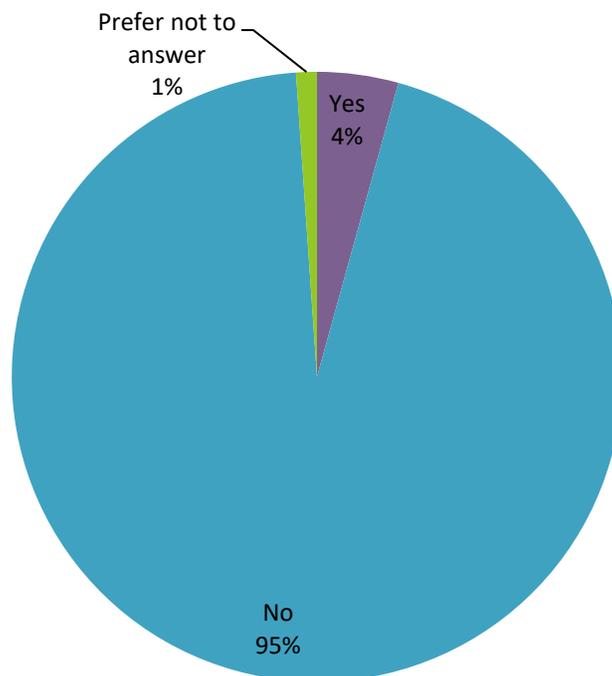
2. For the purpose of comparing our Advisory Bodies members' racial makeup to the Vancouver region, please also let us know which of the following broad Canadian Census categories describes you. You may check all that apply.



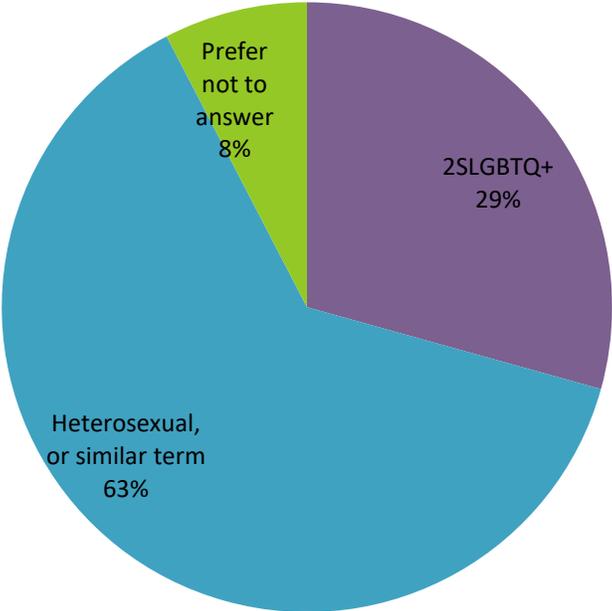
**3. Which best describes your gender identity?**



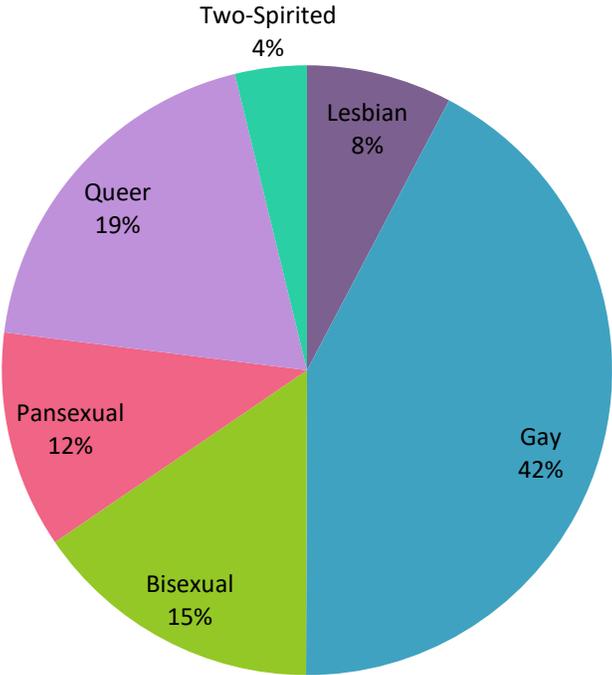
**4. Do you identify as someone with trans experience? For the purposes of this survey, trans experience means that your gender identity does not align with your sex assigned at birth.**



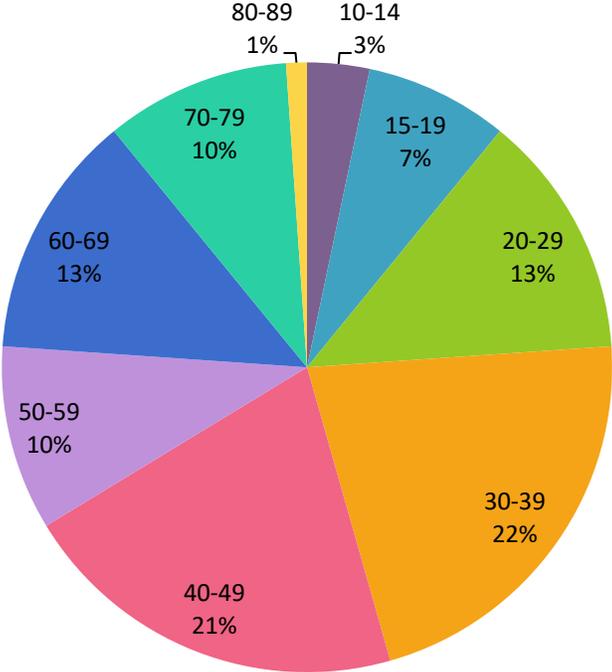
5. Which best describes your sexual orientation?



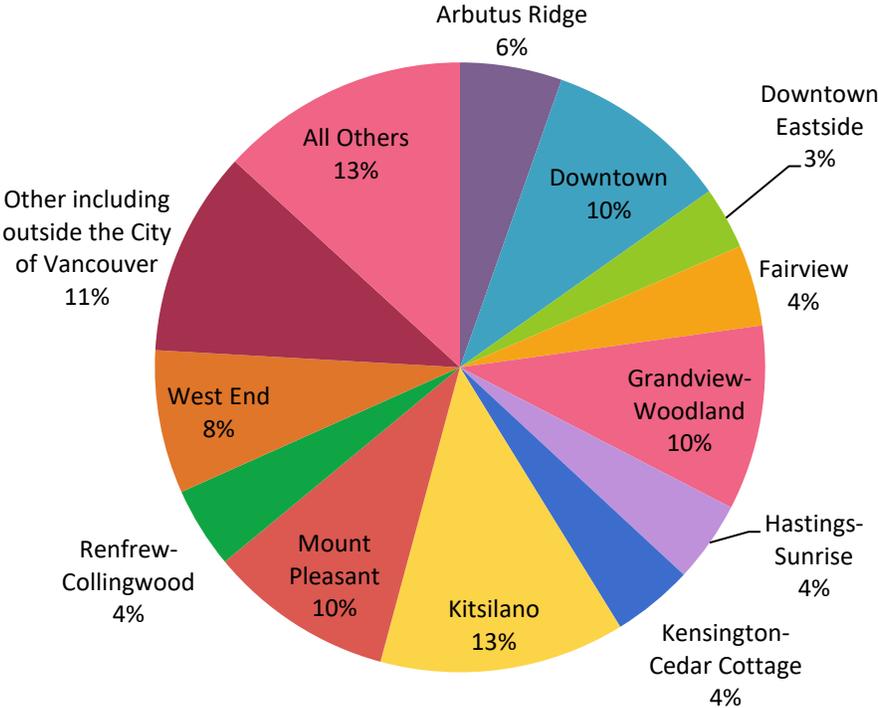
6. If you identify as 2SLGBTQ+, please specify:



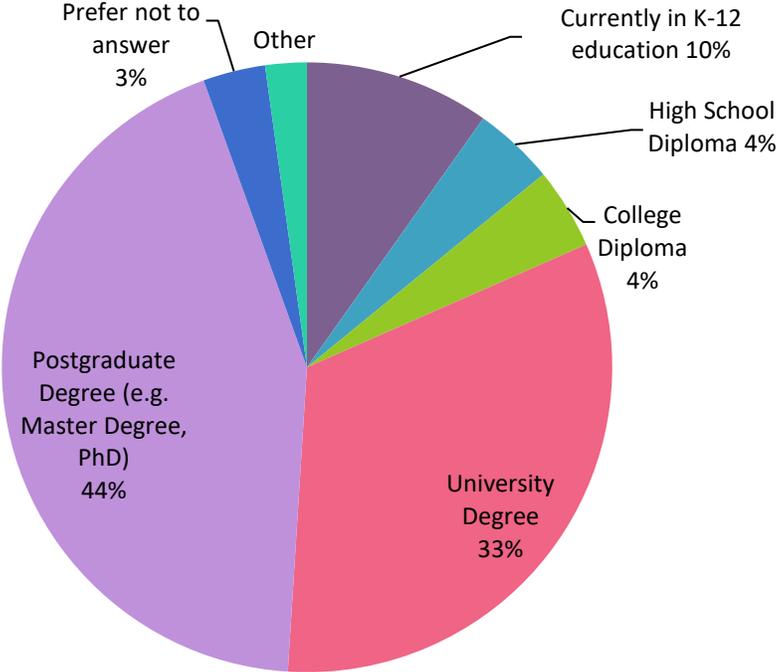
7. Age Range: What age range do you fall into?



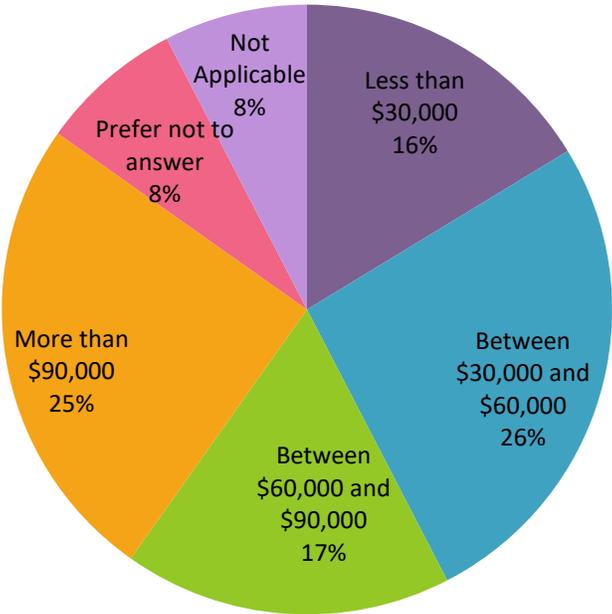
8. What Vancouver neighbourhood do you live in?



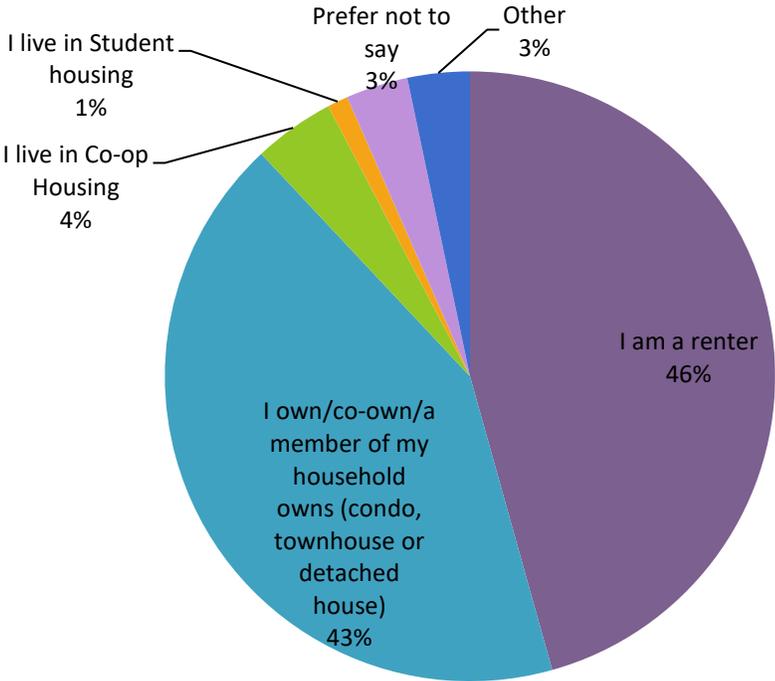
9. Which best describes your highest level of formal education?



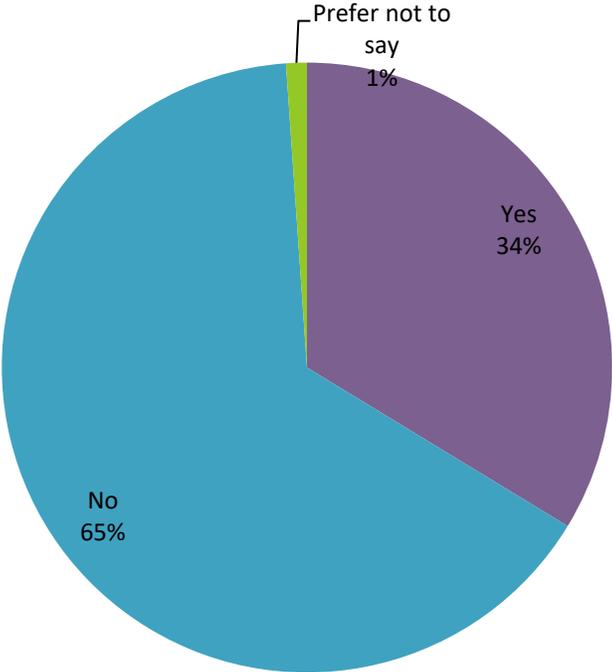
10. What approximate range does your current average yearly individual (before-tax) income fall into?



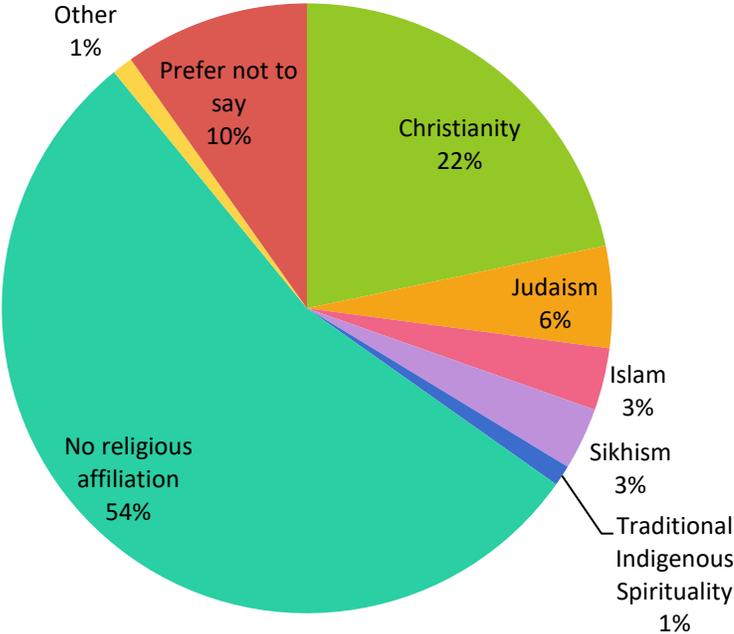
11. Which of the following best describes your current housing situation?



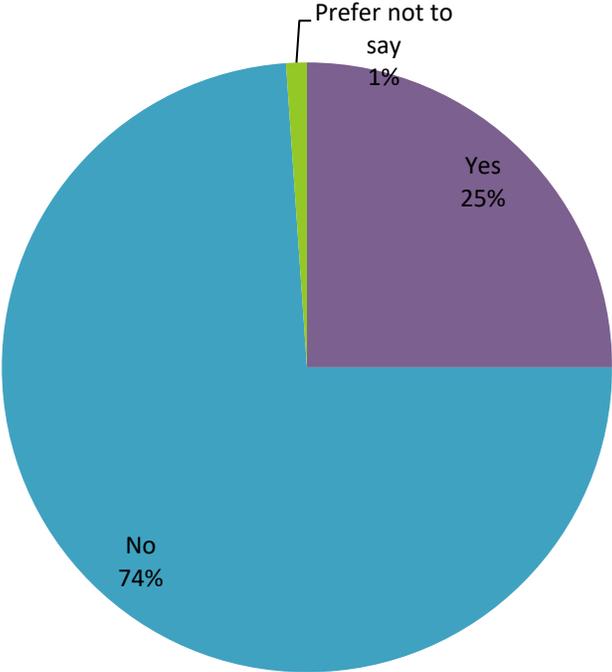
12. Do you have a significant, persistent, or recurring mobility, sensory, learning, physical and/or mental health impairment, condition, or disability?



13. What religion or spiritual tradition do you regularly observe?



14. Do you have caregiving responsibilities (e.g. childcare, eldercare)?



# Staff Engagement Request Form

(Type A Civic Agencies)

Date Submitted (MM/DD/YY):

To request an engagement with one or more Type A Civic Agencies, please complete this form and submit to [civicagenciesinfo@vancouver.ca](mailto:civicagenciesinfo@vancouver.ca). City Clerk's Office staff will contact relevant Chairs and Staff Liaisons to assist with scheduling. Committee agendas are planned far in advance, and so this form should be submitted no later than 60 days prior to desired engagement date(s). Meeting schedules and Committee mandates are available on Committee [webpages](#).

In some cases, staff may be referred to a working session or subcommittee meeting. Committees will generally limit the number of staff engagements to 2 per regular meeting, to ensure adequate time to discuss other agenda items and matters raised by community members. In considering requests, Committee leadership will seek to prioritize urgent or time-sensitive matters.

Engagements should generally include no more than 10 minutes of presentation, followed by 20 minutes of discussion and feedback. We will advise on any Committee-specific requirements. Staff are asked to distribute preparatory materials prior to the engagement(s), and may submit follow-up questions if time runs short.

Please be aware that while joint engagement sessions are possible, they will be contingent on Committees' schedules and capacity. If you wish to schedule an engagement with a Type B or C Civic Agency, please contact the relevant Staff Liaison.

Project or initiative title:

Department:

Lead staff name and title:

Date range requested:

Select which Type A Civic Agencies you would like to engage:

2SLGBTQ+ Advisory Committee

Arts and Culture Advisory Committee

Children, Youth and Families Advisory Committee

Civic Asset Naming Committee

Persons with Disabilities Advisory Committee

Racial and Ethno-Cultural Equity Advisory Committee

Renters Advisory Committee

Seniors' Advisory Committee

Transportation Advisory Committee

Urban Indigenous Peoples' Advisory Committee

Vancouver Food Policy Council

Women's Advisory Committee

On the following page, please summarize in brief bullet point form:

1. Background and timeline of the project/initiative;
2. How the project/initiative relates to relevant Committee mandate(s);
3. Intent of the engagement (consultative or informative), and whether a formal motion of support is desired from the Committee(s);
4. 1-3 key questions for Committee(s);
5. Engagement efforts to date (if any);
6. How outcomes of engagement will be shared with the Committee(s).

**Summary:**



For accessibility purposes, please be prepared to submit presentation materials (slides, relevant webpages, etc.) to Committee(s) at least one week in advance of the engagement. In the event a Committee is unable to accommodate the desired engagement, it may be possible to submit materials and questions in writing.