



COUNCIL REPORT

Report Date: February 6, 2023
Contact: Cllr. Mike Klassen
Contact No.: 604.873.7240
RTS No.: 15116
VanRIMS No.: 08-2000-20
Meeting Date: February 14, 2023
[Submit comments to Council](#)

TO: Vancouver City Council
FROM: Nomination Subcommittee
SUBJECT: Establishment of Civic Agencies

Recommendations

- A. THAT Council re-establish the following 11 Type A civic agencies, with terms of reference as identified in Appendix B, for a term to end November 1, 2026:
- 2SLGBTQ+ Advisory Committee
 - Arts and Culture Advisory Committee
 - Children, Youth, and Families Advisory Committee
 - Older Persons and Elders Advisory Committee
 - Persons with Disabilities Advisory Committee
 - Racial and Ethno-Cultural Equity Advisory Committee
 - Renters Advisory Committee
 - Transportation Advisory Committee
 - Urban Indigenous Peoples' Advisory Committee
 - Vancouver Food Policy Council
 - Women's Advisory Committee
- B. THAT Council request that the Children, Youth, and Families Advisory Committee and the Vancouver Food Policy Council conduct reviews of their respective sizes, scopes, and composition statements as part of their work plans, and report back with recommendations to the Nomination Subcommittee within six months of their first regular meetings.

- C. THAT Council re-establish the following three Type B civic agencies, with terms of reference as identified in Appendix C, for a term to end November 1, 2026.
- Chinatown Historic Area Planning Committee
 - First Shaughnessy Advisory Design Panel
 - Gastown Historic Area Planning Committee
- D. THAT Council establish a new Type B civic agency called the Street Naming Committee, to replace the Type A Civic Asset Naming Committee, with terms of reference as identified in Appendix D.
- E. THAT Council request the Mayor to bring forward for Council consideration up to two non-voting Council liaisons for each Type A and B civic agency, in accordance with relevant mandates and terms of reference.
- F. THAT Council request each Type A and B civic agency determine whether, in accordance with relevant mandates and work plans, external liaison representation is needed from the Vancouver Board of Parks and Recreation, the Vancouver Police Department, the Vancouver Public Library, and/or the Vancouver School Board, and submit recommendations to the Nomination Subcommittee within three months of their first regular meetings;
- FURTHER THAT Council direct the Nomination Subcommittee to review and consider Type A and B civic agencies' recommendations and work with the Mayor's Office to invite external liaisons from the Vancouver Board of Parks and Recreation, the Vancouver Police Department, the Vancouver Public Library, and/or the Vancouver School Board to sit on civic agencies, as needed.
- G. THAT Council direct the City Manager to assign up to two non-voting staff liaisons to each Type A and B civic agency in accordance with relevant mandates and terms of reference.
- H. THAT Council approve Nomination Subcommittee terms of reference as identified in Appendix E.
- I. THAT Council direct staff to work with Park Board staff to explore the potential for stronger linkages between the Park Board's City Wide Youth Council and the City's civic agency system, and report back to the Nomination Subcommittee by Q4 2023.
- J. THAT Council direct staff to explore the feasibility, utility, and budgetary impact of honoraria for volunteer members of civic agencies, and/or external liaisons and other participants, and report back to the Nomination Subcommittee by Q4 2023.

Purpose and Executive Summary

This report proposes that Council re-establish Type A and B volunteer civic agencies that are advisory to Council and/or staff; that Council adopt terms of reference for the Nomination Subcommittee; and that Council direct staff to explore the potential for stronger linkages with the Park Board City Wide Youth Council, and the feasibility and impacts of providing honoraria for civic agency participants. This report also provides for the appointment of civic agency liaisons.

Please note, it is within Council’s authority to refrain from establishing Type A and/or Type B civic agencies entirely.

At its meeting of March 30, 2022 the previous Council received the report entitled “[Type A Advisory Body Review and Improvement Report](#),” which identified key areas of improvement and ongoing improvement measures for specific civic agencies.¹ At that time, the previous Council passed a motion forwarding the report’s recommendations and attached civic agency terms of reference to the current Council, and recommending approval.

Recommendations A, C, E, and G in the current report largely mirror recommendations forwarded by the previous Council, albeit with certain refinements developed in the intervening period—both to the language of the recommendations and to the civic agency terms of reference that are proposed. These changes were made in consultation with civic agency stakeholders including chairs, members, and liaisons. Recommendations B, D, F, H, I, and J are new recommendations, also developed in consultation with civic agency stakeholders. Both updated and new recommendations are explained in detail in the *Discussion* section of this report.

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.²
- At the Standing Committee on Planning and Environment meeting of [November 2, 2006](#), Council approved the following definitions for Types A and B Civic Agencies:³
 - “Type A committees are advisory to Council...”
 - “Type B committees are advisory to staff...”
- At the Standing Committee on City Finance and Services meeting of [March 30, 2022](#),⁴ Council received the report entitled “[Type A Advisory Body Review and Improvement Report](#),”⁵ and passed the following motion:

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.

¹ <https://council.vancouver.ca/20220330/documents/cfsc7.pdf>

² https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/vanch_04#section159.

³ <https://council.vancouver.ca/20061102/documents/pemin.pdf#page=16>

⁴ <https://council.vancouver.ca/20220330/documents/cfsc20220330min.pdf#page=5>

⁵ <https://council.vancouver.ca/20220330/documents/cfsc7.pdf>

- 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.

City Manager's Comments

The City Manager does not have any comments regarding the foregoing recommendations.

Context and Background

Civic agencies are volunteer bodies established and appointed by Council as an integral part of the City's civic engagement efforts. They convey community concerns to Council and/or staff while advising on City priorities, projects, and initiatives, or serving statutory functions as outlined in relevant by-laws or terms of reference. Civic agencies are often asked for early and ongoing feedback on specific projects. Most are administered directly by City staff, and some are advisory to and/or administered by external, affiliated organizations (e.g., PNE, VPL, YVR).

Type A civic agencies (also referred to as "Council advisory committees") are advisory to Council and are governed by Council-approved terms of reference. The focus of these Committees may be issue-based (e.g., Arts and Culture, Transportation), or identity-based (e.g., Persons with Disabilities, Urban Indigenous Peoples).

Type B civic agencies are committees or panels focused on heritage and urban planning matters. They are advisory to staff (conveying advice to Council via staff reports), and are also governed by Council-approved terms of reference.

As prescribed by [section 160](#) of the *Vancouver Charter*, all Type A and B civic agencies were discharged on November 6, 2022, ahead of the current Council's inauguration.⁶ Council now has an opportunity to establish these bodies in a manner that draws from prior experience, research and engagement, and careful review of mandates and terms of reference, and ensures members' voices are heard and respected within the civic engagement system.

The current report follows up on the report of March 30, 2022, titled "[Type A Advisory Body Review and Improvement Report](#)," which identified key areas of improvement and ongoing improvement measures for Type A advisory committees.⁷ Since that report was received by Council, staff have continued implementing many of the identified improvement measures, including the following:

- Developing enhanced and informative member recruitment and training materials (including specific conflict-resolution and anti-oppression training);
- Revising and clarifying *Guidelines for Civic Agencies*;
- Developing standard training and supports for staff liaisons;

⁶ https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/vanch_04#section160.

⁷ <https://council.vancouver.ca/20220330/documents/cfsc7.pdf>

- Including information on Council liaison roles and responsibilities in Council orientation;
- Improving staff engagement processes to reduce the perception of “rubber-stamping”;
- Piloting less formal meeting procedures to improve accessibility;
- Enabling SharePoint access for document storage and sharing, in accordance with *Freedom of Information and Protection of Privacy Act* regulations for official records.

Please note, the common language previously used to collectively refer to Council-appointed volunteer boards, commissions, committees, panels, and task forces has been “advisory bodies.” The language used here and going forward is “civic agencies,” which more accurately reflects the full range of these bodies, some of which are not advisory (e.g., Board of Variance, Library Board).

Discussion

Recommendations A, C, and D propose establishment of Type A and B civic agencies, with terms of reference aligning with the improvements identified in the previous staff report. For reference, a red-line version of proposed changes to terms of reference was included as [Appendix B](#) of the previous report, and these were forwarded as a recommendation to the current Council.⁸

Since March 2022, certain terms of reference proposals have been further refined in consultation with civic agency stakeholders, including chairs, members, and liaisons. In some cases, these further changes are for minor clarification or grammatical correction, but more substantial changes are red-lined in Appendices A and C of this report, and explained in Appendix A.

Approval of Recommendations A, C, and D will bring these updated terms of reference into effect for the listed civic agencies.

Recommendation B is a request to two specific civic agencies (Children, Youth, and Families Advisory Committee and Vancouver Food Policy Council) to review their size, scope, and membership composition, and report back to the Nomination Subcommittee.

Recommendations E, F, and G are meant to provide for the appointment of non-voting civic agency liaisons, including Council, staff, and external liaisons. Liaisons are a vital source of information for civic agencies, as well as a source of connection with Council, relevant City departments, and external bodies such as the Park Board, VPD, VPL, and VSB.

Recommendations H, I, and J are new recommendations based on staff consultation with members of the Nomination Subcommittee and civic agency stakeholders. Recommendation H is a proposal to approve terms of reference for the Nomination Subcommittee, which has previously operated without such terms. Recommendation I is a proposal for staff to explore potential linkages between the Park Board City Wide Youth Council and the City’s civic agency system. Recommendation J is a proposal for staff to explore the impacts (in terms of accessibility, diversity, and budget) of honoraria for volunteer members of civic agencies and/or other participants.

⁸ <https://council.vancouver.ca/20220330/documents/cfsc7.pdf#page=21>

Appendix A further explains specific changes to civic agency terms of reference, and provides greater detail on additional recommendations.

Risk Implications

Civic agencies are a valuable source of expertise, lived experience, and community connection. They are often called upon to provide consequential recommendations on major City priorities, and they promote civic engagement based in relationship-building, continuity, and institutional knowledge. Member surveys have shown little enthusiasm for amalgamating or eliminating specific civic agencies. Proceeding without Type A and B civic agencies would eliminate this source of civic engagement, and would otherwise challenge relations between the City of Vancouver and local equity-denied communities.

Conversely, in past years civic agencies have expanded in scope, requiring increased financial and staff resources, and amalgamation or elimination of civic agencies would potentially free up resources for other forms of civic engagement such as public forums. Civic agencies have also been a potential source of liability, as personal conflicts between members have on occasion amplified to the point that staff intervention is required (although the appointment of the Integrity Commissioner and focused conflict management training has reduced this tendency).

Stakeholder Engagement Findings

The recommendations contained in this report are based on extensive staff consultation with civic agency stakeholders, as detailed in [Appendix C](#) and [Appendix D](#) of the March 2022 “Type A Advisory Body Review and Improvement Report,” and on further consultations with committee chairs, members, and liaisons in the intervening period.⁹

Financial Implications

Recommendations I and J are exploratory at this point, and as such do not require additional funding. All other recommendations require no additional funding.

Legal Implications

The provision that previously empowered the Children, Youth, and Families Advisory Committee to act as a family court committee or a youth justice committee was not a requirement under Provincial or Federal Law, and as such may be removed from the Committee’s terms of reference without further legal implications.

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⁹ <https://council.vancouver.ca/20220330/documents/cfsc7.pdf#page=87>;
<https://council.vancouver.ca/20220330/documents/cfsc7.pdf#page=91>

APPENDIX A

Updates to Terms of Reference and Recommendations

Terms of Reference Updates

References and Footnotes

Explanatory references and footnotes have been removed from proposed terms of reference to improve simplicity and readability. All proposed terms of reference align with relevant policies, by-laws, and pieces of legislation.

Children, Youth, and Families Advisory Committee

Previously, the Children, Youth, and Families Advisory Committee was empowered by its terms of reference to act as a family court committee or youth justice committee, under the [BC Provincial Court Act](#) and the [Youth Criminal Justice Act](#)—however, this is not a requirement in either case. As the Committee has not been called upon to act in either capacity, and these duties would likely be overly burdensome on volunteer members, it is proposed that this provision be removed from the Committee’s terms of reference.

Civic Asset Naming Committee

Previously, the Civic Asset Naming Committee was a Type A Council Advisory Committee tasked with approving names to be added to the Civic Asset Name Reserve List, and recommending names for streets and roads, development areas, pedestrian and cycling infrastructure, and City-owned assets and facilities (excluding Parks and Library assets).

The Committee Staff Liaison and staff from Cultural Services and Planning have requested that the Civic Asset Naming Committee be re-named the Street Naming Committee and re-categorized as Type B (advisory to staff). Further, that its name and terms of reference be adjusted to focus on time-sensitive street naming requests associated with the development permit process, which formed the bulk of the prior Committee’s work (see Appendix D). This new Street Naming Committee would act as a bridge until a City-wide Commemoration Framework and accompanying administrative policies are completed in 2023 (currently in development), at which time the terms of reference will be reviewed to ensure consistency with the Framework and with other naming policies and guidelines.

Proposed terms of reference for the “Street Naming Committee” would maintain membership representation from the Racial and Ethno-Cultural Equity Advisory Committee, Urban Indigenous Peoples’ Advisory Committee, Vancouver Historical Society, and Vancouver Public Space Network, and would add a representative of the Vancouver Heritage Commission.

Persons with Disabilities Advisory Committee

The Persons with Disabilities Advisory Committee (PDAC) terms of reference originally proposed in March 2022 included the following line:

“[PDAC] advises Council and staff on the Accessibility Strategy and Vancouver Plan.”

However, [section 9](#) of the *Accessible British Columbia Act* requires that municipalities and other public sector organizations establish specific accessibility committees to oversee accessibility plans, and such a committee is currently in development.¹⁰ While PDAC remains an essential component of the City’s overall approach to accessibility and engaging persons with disabilities, reference to the Accessibility Strategy has accordingly been removed from its updated terms of reference.

Renters Advisory Committee

Staff report that the Renters Advisory Committee experienced difficulty and uncertainty over the last term, as renter-related policy is mainly developed at the provincial level. As a result, members often felt that items they hoped to advise on fell outside the jurisdiction of the City of Vancouver.

The proposed terms of reference have been sharpened to specify that the Renters Advisory Committee is only asked to advise on items within the City’s jurisdiction, such as development approvals or renter-focused services.

Seniors’ Advisory Committee

At its meeting of [November 19, 2021](#), the Seniors’ Advisory Committee recommended to Council via motion that any associated language referencing “Seniors” or “the Elderly” be changed to “Older Persons” and “Elders,” to reflect current usage (see link or footnote for full motion text).¹¹

The proposed name and terms of reference for this committee have been updated to reflect the recommended language change, and Council approval would give the committee the new name of “Older Persons and Elders Advisory Committee.” The Committee’s Council, staff, and Park Board liaisons were present for this discussion, and the recommendation is supported by the Manager, Civic Agencies.

Number of Members

In the previous term, the majority of Type A civic agencies consisted of 15 voting members. This report recommends reducing that number to a maximum of 12, to better enable Committees to operate in a focused manner with a qualified and engaged membership. The only exceptions are the Children, Youth, and Families Advisory Committee and the Vancouver Food Policy Council, which have both operated in the past with 21 members and fairly expansive scopes. This report recommends establishing CYFAC and VFPC at 21 members, but Recommendation B requests that each conduct a review of its size and scope as part of its work plan, to report back to the Nomination Subcommittee for further consideration of their respective terms of reference.

Alternate Members

The optional inclusion of alternate members in 2021 civic agency appointments was an *ad hoc* pilot intended to reduce the workload of the Nomination Subcommittee, and

¹⁰ <https://www.canlii.org/en/bc/laws/stat/sbc-2021-c-19/latest/sbc-2021-c-19.html#sec9>

¹¹ <https://vancouver.ca/docs/council/sadv20211119min.pdf#page=3>

ensure that unplanned resignations from civic agencies did not create gaps and adversely affect operations. Rather than initiate the application and appointment process every time a member resigned before the end of a term, Council appointed non-voting alternate members who could participate in meetings in an observational capacity, and quickly fill any vacancies arising. Alternate members were not eligible to receive any reimbursements for expenses related to meeting attendance (e.g. transportation, dependent care), which were available to regular Type A members.

The March 2022 improvement report recommended that this process be codified in civic agency terms of reference, with a maximum number of 5 alternate members to be appointed to committees with up to 15 regular members. That report also recommended that those alternate members be made eligible for expense reimbursements. Based on experience of the alternate member system in the previous term, it is now recommended that this maximum number be adjusted to 3. This will create an adequate pool of alternate members for each committee, while preserving meeting accessibility and operating within the parameters of the existing Type A advisory committee budget.

Type A Advisory Committee Term Limit

Term limit language has been simplified from that proposed in March 2022, to limit members to service in 8 consecutive years. A common member complaint received during engagement for the March report was that term lengths of under 4 years were not long enough to develop and apply the requisite knowledge of City systems and processes. A limit of 8 consecutive years will allow for the retention of knowledge between Council terms, while preventing the institutional inertia that can develop when members participate for 10+ years on the same civic agencies.

Additional Recommendations

External Liaisons (Recommendation F)

Council has traditionally directed the Mayor to invite external non-voting liaisons to participate in civic agencies, from the Vancouver Board of Parks and Recreation, the Vancouver Police Department, the Vancouver Public Library, and/or the Vancouver School Board. This report does not propose any fundamental changes to this structure, but does recommend that civic agencies themselves be consulted in determining which external bodies are appropriate for individual representation, in consideration of specific mandates and work plans. This step is meant to ensure external liaisons are able to effectively integrate into and contribute to the work of their civic agency.

Nomination Subcommittee Terms of Reference (Recommendation H)

The Nomination Subcommittee is tasked with making civic agency appointment recommendations to Council. However, the Subcommittee has never received a comprehensive terms of reference, and as a result its function and authority have varied between Council terms. In some iterations it has functioned solely as a recommending body, while in others it has assumed more of an oversight role and acted as an intermediary between staff, Council and the public on broader issues involving civic agencies.

The current Nomination Subcommittee proposes the adoption of a terms of reference as identified in Appendix E, to ensure ongoing consistency in the Subcommittee's form and function.

City Wide Youth Council (Recommendation I)

Currently the Park Board operates a City Wide Youth Council engaged in youth-specific advocacy and activities. As part of ongoing improvements to civic agencies and efforts to reduce inefficiencies and duplication of work, it is recommended that City staff be directed to work with Park Board staff to better understand the work of the City Wide Youth Council, and explore whether stronger linkages with the civic agency system (especially the Children, Youth, and Families Advisory Committee) would be appropriate and beneficial.

Exploring Honoraria (Recommendation J)

In the previous term, limited reimbursements for expenses related to meeting attendance (transportation, dependent care) were made available to members of Type A advisory committees. This measure was meant to further improve committee accessibility and diversity by reducing financial barriers to participation (members already receive free parking at City Hall and meals are provided during meetings).

However, uptake of the expense reimbursements has been limited, and members have identified the required administrative steps and amounts involved (\$40 per meeting for dependent care; \$5 for transportation) as a further barriers to access. Types B and C civic agencies are specifically prohibited from receiving remuneration by terms of reference or by-laws.

Members from across the civic agency system have repeatedly requested (formally and informally) that the City explore the implementation of honoraria as a recognition of members' contributions, skills, and experience, and as a measure to improve accessibility and equity.

The following committees have passed recommendation motions to this effect, or included the request for honoraria in their annual report:

- Arts and Culture Advisory Committee ([September 6, 2022](#))¹²
- Persons with Disabilities Advisory Committee ([July 14, 2022](#))¹³
- Urban Indigenous Peoples' Advisory Committee ([September 19, 2022](#))¹⁴
- Vancouver Food Policy Council ([February 24, 2022](#))¹⁵

The Cities of [Edmonton](#) and [Toronto](#) have recently implemented honoraria policies for their respective civic agencies, with the intention of reducing barriers to access.¹⁶ Neither has yet had the opportunity to fully analyse data related to these implementations, and as part of the proposed exploration, staff would monitor outcomes and lessons learned in both municipalities.

The March 2022 report stated:

¹² <https://vancouver.ca/docs/council/acac20220906min.pdf#page=2>

¹³ <https://vancouver.ca/docs/council/pdad20220714min.pdf#page=3>

¹⁴ <https://vancouver.ca/docs/council/uipc20221021ar.pdf#page=3>

¹⁵ <https://vancouver.ca/docs/council/vfpc20220224min.pdf#page=3>

¹⁶ <https://www.edmonton.ca/sites/default/files/public-files/assets/PoliciesDirectives/C628-Honoraria-and-Expenses-for-City-Agencies-Procedure.pdf?cb=1633722927>;
<https://www.toronto.ca/legdocs/mmis/2021/ex/bgrd/backgroundfile-163700.pdf>

“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.

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.”

An additional consideration is whether honoraria for external liaisons would be appropriate, given the amount of time liaisons may dedicate to civic agency meetings. It is now recommended that staff receive Council direction to engage in this analysis for the entire civic agency system, and report back in Q4 2022.

APPENDIX B

Type A Civic Agency Proposed Terms of Reference

2SLGBTQ+ Advisory Committee

Terms of Reference

Role of Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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 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, and queer communities to fully participate in City services and civic life;
- 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 civic agencies 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 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee;
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 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;
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.
- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

Meeting and Administrative Procedures

- The 2SLGBTQ+ Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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 Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee 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

Role of Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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;
- Advises Council and staff on *Culture|Shift*, the City's culture plan for 2020–2029, as it is implemented and updated;
- Works collaboratively with counterparts from other civic agencies 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.

All Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee.
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 members of the public (quorum is a majority of appointed members), with thirteen appointed from the community and two appointed, one from each of:
 - Public Art Committee
 - Vancouver Civic Theatres Board
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.

- 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 eight consecutive years on the same Type A Advisory Committee. 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.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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 Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee 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 Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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;
- Works collaboratively with counterparts from other civic agencies 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 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee 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 committee.
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- 21 members of the public (quorum is a majority of appointed members) 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;
- 1 Chair, appointed by the members from the 22 and older age group, 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 from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 2 non-voting staff liaisons (appointed by City Manager).

Alternate members:

Council may, at its discretion, appoint 1 alternate member in each age category (for a total of 3), 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.
- 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 eight consecutive years on the same Type A Advisory Committee. 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.

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.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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 Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

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

Older Persons and Elders Advisory Committee

Terms of Reference

Role of Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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 Older Persons and Elders 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 older persons and elders to fully participate in City services and civic life; and
- Monitors City programs to ensure that the needs of older persons, elders, and their families are considered;
- Works collaboratively with counterparts from other civic agencies 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 Older Persons and Elders 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee.
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 members of the public (quorum is a majority of appointed members);
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.
- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

Meeting and Administrative Procedures

- The Older Persons and Elders Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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 Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee 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 Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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 and inclusion for persons with disabilities to fully participate in City services and civic life;
- Advises Council and staff on the accessibility of City initiatives, plans, and programs, including the Vancouver Plan;
- Works collaboratively with counterparts from other civic agencies 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 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies*, *Code of Conduct By-law* No. 12886, and *Procedure By-law* No.

12577, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee;
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 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 from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.
- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

Meeting and Administrative Procedures

- 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.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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 Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee 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 Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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

- 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;
- Advises Council and staff on cultural celebrations and events in the City;
- Works collaboratively with counterparts from other civic agencies 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.

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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee;
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 members of the public (quorum is a majority of appointed members);
- All of said members' seats shall be filled by people who identify as a member of a racialized or cultural minority community;
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.

- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

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.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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 Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee 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 Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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 including initiatives aimed at protecting renters and existing rental housing, creating new rental housing, and providing renter-focused services;
- Advises Council and staff on enhancing access and inclusion for renters to fully participate in City services and civic life;
- Considers the impacts of provincial and federal legislation affecting renters and provides information to Council and staff;
- Works collaboratively with counterparts from other civic agencies 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee.
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 members of the public (quorum is a majority of appointed members);
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.
- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

Meeting and Administrative Procedures

- The Renters Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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 Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee 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 Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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;
- 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 civic agencies 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies*, *Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee.
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 members of the public (quorum is a majority of appointed members), representing all modes of transportation;
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.

- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

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.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

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Consultations with each Type A Advisory Committee 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 Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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 on the lands known as 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 civic agencies 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 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee;
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 members (quorum is a majority of appointed members) who represent Urban Indigenous Peoples, with at least two members identifying as Métis;
- 1 Chair, appointed from and by the members to a term of between 1 and 4 years;
- Optional: 1 Co-Chair and/or Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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 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;
- 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.

- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

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.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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 Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee 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 Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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 civic agencies 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 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee;
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- 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
 - Older Persons and Elders (age 65+)
 - Young Adults (age 19 – 25 at time of appointment);
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.
- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

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.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

Type A Advisory Committee 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

Committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee 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 Type A Advisory Committees

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred 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 civic agencies 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 civic agencies 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 Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies, Code of Conduct By-law No. 12886*, and *Procedure By-law No. 12577*, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Terms and Membership Composition

Persons appointed to a Type A Advisory Committee 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 committee in Vancouver;
- 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 committee;
- Be able to work in a team environment with intercultural sensitivity.

Composition:

- Up to 12 members of the public (quorum is a majority of appointed members) who identify as women;
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the 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;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 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.
- 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 eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

Meeting and Administrative Procedures

- The Women's Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Type A Advisory Committees 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 meetings without a leave of absence is deemed to have resigned.

Remuneration

- Type A Advisory Committee 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 Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

Related Guidelines and Policies

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

Review of Terms of Reference

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APPENDIX C

Type B Civic Agency Proposed 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:

- 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

Committee 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.

Related Guidelines and Policies

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

First Shaughnessy Advisory Design Panel

Terms of Reference

(Adopted by City Council January 11, 1994)
(Amended December 6, 2001 and September 29, 2015)

Authority

The First Shaughnessy Advisory Design Panel is established by Council resolution under authority of the *Vancouver Charter* section 159.

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.

Related Guidelines and Policies

- [*Guidelines for Advisory Bodies*](#)
- [*Code of Conduct By-law No. 12886*](#)
- [*Diversity on Advisory Bodies Policy \(COUN-004\)*](#)
- [*Procedure By-law No. 12577*](#)

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:

- 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

Committee 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.

Related Guidelines and Policies

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

APPENDIX D

Street Naming Committee Proposed Terms of Reference

Authority

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

Mandate

The Street Naming Committee recommends approval of names from the Civic Asset Name Reserve List for new streets and roads, based on input from staff regarding compliance with naming policies and guidelines, and subject to review by the Senior Director, Indigenous Relations.

Reporting and Accountability

The Street Naming Committee reports to staff.

The Street Naming Committee must conduct its activities in accordance with the *Guidelines for Civic Agencies*, *Code of Conduct By-law* No. 12886, and *Procedure By-law* No. 12577, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

Membership Composition and Term

Persons appointed to the Street Naming Committee 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 Committee in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the Committee;
- Be able to contribute to culturally safer discussions that that prioritize intersectional approaches to reconciliation, decolonization, anti-racism, cultural redress, equity, and accessibility.

Composition:

- 5 members (quorum is a majority of appointed members), one from each of the following nominating bodies:
 - Racial and Ethno-Cultural Equity Advisory Committee;
 - Urban Indigenous Peoples' Advisory Committee;
 - Vancouver Heritage Commission;
 - Vancouver Historical Society;
 - Vancouver Public Space Network;
- 1 Chair, appointed by and inclusive of the 5 members;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed by and inclusive of the 5 members;
- 1 non-voting Council liaison;
- 1 non-voting staff liaison.

Alternate Members:

Each nominating body may appoint 1 alternate member, who only has voting privileges if replacing the respective Committee member in a meeting. Otherwise, alternate members may attend meetings in an observational capacity, but do not count for quorum and do not have voting privileges.

Length of Term:

The Street Naming Committee will operate until such time as a City-wide Commemoration Framework and accompanying administrative policies are completed (currently in development). At that time, these Terms of Reference will be reviewed and revised as appropriate to be consistent with the Commemoration Framework and other naming policies and guidelines as listed below.

Meeting and Administrative Procedures

- The Committee holds meetings on an as-needed basis, as determined by staff. All meetings will take place on Mondays from 5:30 – 7:30 PM, via electronic means.
- A member who is absent from more than two consecutive meetings without a leave of absence is deemed to have resigned.

Related Guidelines and Policies

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

Related Frameworks and Work Programs

- [Accessibility Strategy](#)
- [Addressing Anti-Black Racism and Historic Discrimination: Interim Report](#)
- [Chinatown Transformation: Cultural Heritage Assets Management Plan Report](#)
- [City of Reconciliation Commitments](#)
- [City of Vancouver's official apology to the Chinese community](#)
- [Culture|Shift - Vancouver Culture Plan 2020-2029](#)
- [Equity Framework](#)
- [Historical Discrimination Against People of South Asian Canadian Descent – Report](#)
- [Making Space for Arts and Culture - Vancouver Cultural Infrastructure Plan 2020-2029](#)
- [Park Board Reconciliation Mission, Vision, and Values](#)
- [Park Board Reconciliation Strategies](#)
- [Response to the National Inquiry into Missing and Murdered Indigenous Women and Girls Calls for Justice and Red Women Rising Report Recommendations](#)

APPENDIX E

Nomination Subcommittee Proposed Terms of Reference

A. PURPOSE

The Nomination Subcommittee is responsible for assisting Council with appointments to volunteer civic agencies, and with providing oversight and direction for the City's civic agency system.

B. MEMBERSHIP

The Subcommittee is established pursuant to Section 161 of the *Vancouver Charter* and will be comprised of 3 Councillors, appointed by Council.

C. MANDATE / RESPONSIBILITIES

1. The Subcommittee's mandate is to:
 - a. Recommend nominees to Council for appointment to civic agencies;
 - b. Provide oversight for the City's civic agency system; and
 - c. Give recommendations to Council and direction to staff as needed.
2. The Subcommittee's responsibilities are to:
 - a. Review all applications for civic agencies to determine applicant eligibility and suitability, in accordance with relevant by-laws, policies, and terms of reference; and
 - b. Convene regular meetings as needed for the purpose of making recommendations to Council and/or providing direction to staff on civic agency operations.

D. ACCOUNTABILITY

The Subcommittee reports to Council.

E. PROCEDURES

1. Meetings are meetings of a committee of Council and will be scheduled and conducted in the same manner as any other meeting of Council in committee pursuant to the *Procedure By-law*.
2. For the purposes of the *Procedure By-law*, the Nomination Subcommittee is a standing committee. The Subcommittee is to report to Council on all matters resolved.
3. Quorum will be 2 out of the 3 Councillors.
4. Decisions will generally be made by consensus, but in the absence of same, any Councillor may request a vote and the matter will be decided by a simple majority of the Councillors present.

F. TERMS OF REFERENCE MAY BE REVIEWED

The Terms of Reference may be reviewed by the Subcommittee on request, but delegated authorities may only be changed by resolution of Council.

G. TERMS OF REFERENCE TAKE EFFECT ON APPROVAL

The Terms of Reference take effect on approval by Council.

Approved by Council: _____, 2023.