



## COUNCIL REPORT

Report Date: February 12, 2025  
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VanRIMS No.: 08-2000-20  
Meeting Date: February 25, 2025  
[Submit comments to Council](#)

TO: Vancouver City Council  
FROM: Sandra Singh, Deputy City Manager  
SUBJECT: Chinatown Advisory Committee – Revision to Terms of Reference

### Recommendations

THAT Council approve a revision to the Chinatown Advisory Committee terms of reference as outlined in this report.

### Purpose and Executive Summary

This report seeks Council approval of the revised terms of reference for the Chinatown Advisory Committee, as outlined in Appendix A to bring it into consistency with other Type D Committees.

### Council Authority/Previous Decisions

- Establishing a Chinatown Cultural District ([RTS 15529](#), [June 12, 2024](#))

### City Manager's Comments

The City Manager concurs with the foregoing recommendations.

### Context and Background

On June 12, 2024, Council approved the *Chinatown Cultural District Framework* to address Chinatown's most urgent needs, respond to key priorities as identified by community partners, highlight new opportunities, and provide consistent and cohesive direction to the City's ongoing work in Chinatown. The report also included the terms of reference for a new proposed Council-appointed Chinatown Advisory Committee (Type D), to provide advice to Mayor and Council on Chinatown-related matters.

Member appointments to the Chinatown Advisory Committee were recommended by the Mayor and approved by Council.

**Discussion**

This report seeks Council approval of the revised terms of reference for the Chinatown Advisory Committee, to bring the Committee in line with other Type D advisories (Mayor’s Task Force), which typically stipulate that the Mayor appoints the Chair and Vice-Chair or co-chairs. This procedural inconsistency was a staff oversight in the original June 12, 2024 report.

The revisions are highlighted in Section 7 of the Terms of Reference in Appendix A.

**Financial Implications**

There are no financial implications at this time.

**Legal Implications**

There are no legal implications at this time.

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**APPENDIX A**  
**CHINATOWN ADVISORY COMMITTEE TERMS OF REFERENCE**  
**PROPOSED REVISION: FEBRUARY 2025**

### **1. Background**

On October 31, 2023, Council approved the document entitled [\*Vibrant Vancouver: City Council's Strategic Priorities, 2023-2026\*](#), which outlined priorities and provides a framework for Council and staff to make resource allocation decisions and convey Council priorities to the public. One of Council's priorities under Strategic Objective No. 1 – Vibrant and Diverse is to revive Chinatown's vibrancy.

The City has supported community-led initiatives in Chinatown since the 1970s, when the neighbourhood was designated as a historic area by the City and the Province. Since then, Chinatown has become a neighbourhood with a diverse landscape with numerous community groups and perspectives on the many priorities and challenges facing the neighbourhood.

### **2. Purpose**

The Chinatown Advisory Committee is a Type D Civic Agency (Mayoral Task Force), established to provide recommendations to Mayor and Council on city-wide priorities and work related to Chinatown, including the implementation of the *Chinatown Cultural District Framework* and related projects delivery. The establishment of a Council-appointed Chinatown Advisory Committee will ensure that a diverse and relevant set of perspectives help guide Chinatown revitalization as a strategic Council priority. The Chinatown Advisory Committee will serve from Fall 2024 until November 1, 2026.

### **3. Scope of Work**

- Holding working sessions to develop recommendations to Mayor and Council on Chinatown priorities, including the implementation of the *Chinatown Cultural District Framework*, and effective engagement with residents, businesses, and community partners.
- Providing expertise and experiential knowledge on Council priorities and civic programs, plans and policy initiatives related to Chinatown.
- Considering the needs of residents, businesses, non-profit and community-serving organizations, and cultural institutions.
- Identifying opportunities for collaboration and partnerships with non-profit organizations, cultural institutions, external agencies, and counterparts from other civic agencies on issues of mutual interest.

Out of scope:

- Providing direction, advice, and recommendations to City staff;
- Coordinating or providing direction to Chinatown-related initiatives outside of the City's policies and work programs;
- Development reviews.

- Mandates, policies, and/or regulations outside of City of Vancouver jurisdiction.

#### **4. Eligibility**

Individuals appointed to the Chinatown Advisory Committee must meet the following essential criteria:

- Not be employed by the City of Vancouver as staff or as a contractor.
- Live or work in Vancouver, or have a significant body of experience or experiential knowledge with matters related to Chinatown.
- Have connections, expertise, and/or experiential knowledge to relevant communities, groups, and/or organizations in Chinatown and Vancouver.
- Be able to demonstrate relevant experience, expertise, experiential knowledge, abilities, and skills related to Chinatown priorities and interests.
- Be able to work in a collaborative environment with intercultural sensitivity, particularly as it relates to Chinese Canadian and low-income communities.

#### **5. Guiding Principles**

The Chinatown Advisory Committee will:

- Ensure the Committee is a space of mutual respect and transparency to discuss issues, perspectives, and solutions; work constructively and collaboratively with all members, Council, and staff.
- Assume good intentions of other committee members, staff, and Council.
- Ensure that the Committee holistically considers all the areas that make Chinatown unique, including but not limited to: arts and culture, history, seniors, youth, heritage buildings, tangible and intangible heritage, businesses and economic development, cultural heritage, healthcare and services, and public safety.
- Ensure that the Committee represents and works towards a broad range of interests in Chinatown, recognizing that there are a multitude of expertise, lived experiences, and relationships to Chinatown as a historic area and cultural identity, and that the neighbourhood's cultural institutions, community and non-profit organizations, businesses, and residents may have different approaches and perspectives.

#### **6. Decision-Making**

During working sessions, the Committee will consider key initiatives related to Chinatown and the implementation of the *Chinatown Cultural District Framework*, and provide related recommendations to Mayor and Council via report.

- All ideas and views will be recorded and acknowledged in working session notes. Where voting is required, the vote of each member will be documented regardless of their position.
- The preferred model for decision-making is consensus. If consensus cannot be reached, any member may put forward a decision for a simple majority vote.
- A majority of appointed members must be present for any decision-making to take place.

## 7. Composition

Member appointments are recommended by the Mayor and approved by City Council. The composition of the Committee is intended to reflect the neighbourhood's diverse stakeholder landscape in order to provide Council with a wide spectrum of perspectives related to Chinatown priorities.

The total number of members will range from 12 to 20 and will be determined by Mayor and Council.

- The composition of the committee shall include the below members:
  - One representative each from:
    - Vancouver Chinatown Foundation;
    - Chinese Canadian Museum;
    - Chinatown Society Heritage Buildings Association;
    - Dr. Sun Yat-Sen Classical Chinese Garden;
    - Chinese Benevolent Association;
    - S.U.C.C.E.S.S;
    - Vancouver Chinatown Business Improvement Association;
    - Vancouver Chinatown Merchants Association;
    - Chinese Cultural Centre of Greater Vancouver;
  - Two residents who live in Chinatown;
  - Chair of the Chinatown Historic Area Planning Committee, or alternate as determined;
  - Up to two additional members from each of the following areas of expertise (including professional, volunteer, education, research, and/or lived experience):
    - Business and economic development;
    - Community-serving organization(s);
    - Chinese Benevolent Societies and Associations;
    - Arts, culture, and heritage;
- The committee will also include non-voting liaison members:
  - Up to two Council liaisons (recommended by the Mayor and appointed by Council);
  - Two staff liaisons (appointed by the City Manager);

- One Vancouver Police Department staff liaison (optional).

*Proposed Addition (February 25, 2025), subject to Council approval: The Committee will be co-chaired by two members who will be appointed by the Mayor from the committee membership.*

The City of Vancouver is committed to equity, diversity, and inclusion, and is committed to achieving equity goals including but not limited to gender balance, diversity of age, and a range of backgrounds including income, cultural background and diversity, networks, and experiences related to Chinatown.

The appointment of public members to each advisory committee shall meet the composition objectives set out in the [Diversity on Advisory Bodies Policy](#).

## 8. Member Roles and Responsibilities

- Committee members are expected to attend all working sessions, or if representing an organization, ensure that an alternate from the organization is able to attend. An alternate has voting and decision-making rights when attending in place of a member. Members and alternates are expected to apprise themselves of decisions taken at all meetings.
- A committee member who is absent from more than two consecutive working sessions without having first obtained a leave of absence is deemed to have resigned.
- A leave of absence may be up to a maximum of three consecutive meetings.

## 9. Term

The Chinatown Advisory Committee will serve from Fall 2024 and be discharged November 1, 2026. Council may choose to renew the Committee depending on future work.

## 10. Administrative Processes

### a. Frequency of Meetings

*Working session days and times TBD.* Working sessions will be held in-person with a hybrid option to attend virtually.

### b. Agendas, Minutes, Materials

- Agendas will be developed by the co-Chairs and Staff Liaison(s), with a call to members for items. Members must submit requests for agenda items related to the Committee's scope of work at least one week before the working session.
- Agenda and materials will be distributed 3 days before the scheduled meeting working session.
- Working session notes will be distributed within two weeks after the working session, with a call for new agenda items for the next working session.
- City staff will provide support in the form of note-taking. Working session notes will record all perspectives, votes, and recommendations to be presented for Council consideration.

- Working session agendas and notes will be recorded in English with translations in Traditional and Simplified Chinese to follow one week after English notes are distributed.

### **c. Meeting Invitees**

Additional individuals with relevant experience may be invited to participate on the Committee on an *ad hoc* basis, as recommended by Committee members. If additional *ad hoc* participants are to attend a meeting, this must be decided by consensus in the previous meeting. *Ad hoc* participants do not have voting rights.

### **d. Accommodations**

Meetings will be conducted in English, and Chinese interpretation will be provided upon request.

## **11. Code of Conduct**

Committee members will follow the Code of Conduct By-law No. 12886 and in doing so will abide by the following rules and guidelines:

- Agree to operate in accordance with the Terms of Reference;
- Bring any conduct concerns to the co-Chairs, Council and Staff Liaison(s), and/or the Integrity Commissioner as soon as possible;
- Declare any potential conflict of interest to the Committee and recuse themselves from all related discussion and decision-making.
- Not act as the spokesperson for the Committee unless authorized by the Committee to do so;
- Be accountable to Vancouver City Council and communicate updates about the work of the Committee to their staff and/or members;
- Respect the confidentiality of Committee members, and not disclose any confidential information acquired by virtue of their position.

In the event a person believes that they have been subject to conduct by a Committee member or alternate in breach of the Code of Conduct By-law, the Complaint and Resolution Procedures outlined in Part 6 of the By-law will apply.

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