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To: "Direct to Mayor and Council - DL" <CCDTMACDL@vancouver.ca>

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Subject: FW: Draft Note to Mayor & Council on Intergovernmental Relations Coordination

Attachments: [CMO- Intergovernmental Relations Protocol - 2015 10 09.DOCX](#)

Greetings Mayor & Council-

The City of Vancouver continues to develop partnerships with the federal and provincial governments on policy and funding opportunities, and as a result of this work we are now receiving many requests to work together.

If you are in contact with any federal or provincial officials regarding potential announcements, meetings or events, we would appreciate it if you could let the City Manager's Office know so that we can provide staff support where appropriate, or at a minimum ensure coordination of our efforts.

Marnie McGregor is our Director of Intergovernmental Relations & Strategic Partnerships, and can be contacted at any time with this information at marnie.mcgregor@vancouver.ca 604.873.7039.

A copy of the City's Intergovernmental Relations Protocol is also attached for your reference.

Thanks in advance.

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City of Vancouver Intergovernmental Relations Protocol

Similar to other major cities across Canada*, the City of Vancouver is involved in a range of strategic intergovernmental relations (IGR) activities, local, domestic and international, in order to:

- Influence other governments' actions to better support City priorities and objectives and to mitigate negative impacts;
- Develop and maintain good constructive relationships with other governments and First Nations; and
- Achieve more informed decision-making by all levels of government.

It is important that the City of Vancouver articulates a common position and speaks with one clear voice in order to effectively communicate its messages and influence other levels of government to make better, more informed decisions.

Building productive and effective intergovernmental relationships requires robust communication across the organization about IGR activities and issues, and all City departments and staff need to work collaboratively on issues that involve the City's relations with other governments.

City of Vancouver intergovernmental relations activities include the following:

- Cooperation, partnerships and communications between the City and other governments including other municipalities, regional governments, First Nations, the provincial government, the federal government and international governments to achieve mutual objectives;
- City policies or legislative initiatives that require or request legislative or regulatory activity and/or funding by other governments, or are matters of mutual interest with other governments;
- City policy or legislative initiatives that will have a significant financial or policy impact on other governments;
- Provincial and federal policy consultations, legislative processes, governance review and regulatory changes;
- Agreements with other governments;
- Alliances with other cities to share and learn from each other;
- City participation in international networks and activities to leverage City objectives and priorities in all international activities; and
- Briefings to senior staff and elected officials about intergovernmental issues.

Roles & Responsibilities

Effective intergovernmental relations require co-operation and collaboration across all City departments. The following is a summary of key roles and responsibilities to undertake this critical work.

Mayor and Council

- The Mayor is the head of the City government and is the lead on the City's intergovernmental relations and issues with other governments. The Mayor may designate others to communicate certain intergovernmental issues.



- Councillors represent the City of Vancouver with other levels of government through direct communication and participation on Committees and at domestic and international events.
- Political staff communicate with political staff of other governments, including Ministers' political staff.
- Mayor's office and City Council staff provide logistical, scheduling and administrative support for intergovernmental meetings and events.

City Manager's Office

The City of Vancouver's intergovernmental relations activities are led by the City Manager's office and include the following:

- The City Manager and Deputy City Manager support Mayor and Council on the City's strategic intergovernmental relationships and initiatives, and ensures coordination across all divisions of the organization including the Vancouver Economic Commission. The City Manger provides direction and supervision to staff undertaking intergovernmental and external relations and protocol work, and provide updates on the City's intergovernmental initiatives at Corporate Management Team meetings.
- The Assistant City Manager and the Chief of External Relations & Protocol are responsible for liaising with other levels of government on official protocol matters, including with domestic and international consulates and embassies, arranging bilateral meetings for visiting dignitaries of all levels of government, and other significant protocol visits and events. The Assistant City Manager and Chief of External Relations & Protocol also act as the primary liaison with sister cities, draft speaking notes for the Mayor, Deputy Mayor and Acting Mayor at ceremonies and events, manage all City gifts and the City's flag protocol. External Relations and Protocol and Intergovernmental Relations staff collaborate to achieve the City's objectives.
- The Director of Intergovernmental Relations and Strategic Partnerships is responsible for representing the City's policy positions and interests by communicating with other jurisdictions. The Director works collaboratively across City divisions and agencies to build strong relationships with all levels of government to support Council direction and advance the City's strategic interests. The Director oversees the conduct of complex and high-profile intergovernmental projects and policy files, including coordination of content from staff teams and external resources assigned to support these projects.

City Clerk's Department

- The City Clerk's Department supports and enables an open, inclusive and participatory City government by coordinating all Council Meeting agendas and Council correspondence. The City Clerk's Department also coordinates staff review of all Metro Vancouver Board and Standing Committee meeting agendas for appointed Councillor Directors, as well as Council to Council meetings with Vancouver City Council and the three First Nations.

General Managers

- General Managers are responsible for communicating with staff of other governments on a regular basis as part of their divisional responsibilities, as well as lead and participate in consultations with other governments as part of the policy development process. General Managers and their staff are also responsible for supporting the Mayor, Councillors, and City Manager in communicating the City's positions on initiatives of other governments, and identifying opportunities to further the City's agenda with other levels of government. All Departments, through the General Manager or a designate should alert the City Manager's office when there is contact with other levels of government.

***Note:** this protocol is modeled after City of Toronto Corporate Intergovernmental Relations Protocol adopted January 2011.

