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MEMORANDUM

January 26, 2018

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Janice MacKenzie, City Clerk  
Lynda Graves, Manager, Administration Services, City Manager's Office  
Rena Kendall-Craden, Director, Communications  
Kevin Quinlan, Chief of Staff, Mayor's Office

FROM: Katrina Leckovic, Director, Legislative Operations & Deputy City Clerk

SUBJECT: Annual Report to Council - Advisory Committees

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The purpose of this memorandum is to provide City Council with a comprehensive report of activities undertaken by Type A advisory committees in 2017. Type A advisory committees are those committees established by Council and are advisory to Council. As set out in the December 16, 2014 Council resolution, each committee is required to provide an annual report to Council which describes its annual accomplishments.

**Annual Events for Advisory Committee Members**

There were three advisory committee member events held in 2017, organized by City Clerk's Office, which facilitated discussion amongst committee members and liaisons and provided training opportunities for members and staff. These events were:

***Advisory Committee Member Training - March 14, 2017***

At this comprehensive training session, nearly 40 committee members received presentations from and asked questions of:

- City Clerk's Office on civic agency roles and responsibilities, meeting procedures and the Code of Conduct policy;
- Corporate Communications on media protocol, social media and the City's website; and
- Access to Information on privacy, confidentiality and information sharing.

All committee members were provided with updated Guidelines for Civic Agencies which explain committee/member roles and responsibilities, the Code of Conduct policy, meeting procedures and media protocol.

### ***Advisory Committee Chairs' Meeting - July 10, 2017***

This meeting provided an opportunity for discussion amongst advisory committee Chairs and Co-Chairs regarding 2017 planning. The session started with training by City Clerk's Office staff, followed by planning for the 2017 Council to Councils and a group activity to encourage awareness and cross-collaboration amongst committees. As a result of the discussion, several committees organized a multi-committee event on the subject of housing in the City.

### ***Council of Councils - October 12, 2017***

Each committee presented their accomplishments for 2017 and goals for 2018 to an audience of over 80 attendees at the downtown branch of the Vancouver Public Library. Committee posters were displayed around the room, which attendees had the opportunity to review during the networking breaks. Attendees also received a presentation from Park Board staff Josie Pearce and Ben Keane-O'Hara, Facilitators, Trans Inclusion Strategy, on trans inclusion initiatives at the City. The group also participated in an activity led by the presenters. Following the event staff published a year-end member survey completed by 66 members. The results will be used to inform updates to policies and procedures as appropriate.










### **Advisory Committee Annual Reports**









Table 1 below provides an overview of each committee's mandate, work plan and poster presentation from the 2017 Council of Councils (as available). These documents are publicly available on the City's website under each committee's "Our Progress" tab. Links are provided in the table for ease of reference.



Type A advisory committees each have their own specific mandate (provided with each committee's report in Table 1) and also adopt common terms of reference as follows:




- provide input to City Council and city staff about issues of concern;
- consider any matters which may be referred to the committee by Council or staff;
- may take positions on policy initiatives from other levels of government within the mandate of the committee;
- work cooperatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects;
- act as a resource for staff doing public involvement process and/or civic events;
- exchange information with the constituent communities and the general public about relevant programs and issues of interest; and
- engage in outreach to disseminate information and encourage participation from constituent communities.

Table 1. Overview of each committee's mandate, work plan and poster presentation from the 2017 Council of Councils.

Committee	Mandate	Link to Work Plan	Link to Poster
Arts and Culture Policy Council	To advise Council and staff on all civic programs that relate to arts and culture, and ensure that arts and culture is appropriately represented in City plans and policy initiatives; and to also advise Council and staff on the Culture Plan for Vancouver 2008-2018 as it is developed, implemented and updated.		<a href="#">Poster</a> 
Children, Youth and Families Advisory Committee	To advise Council and staff on matters that relate to children, youth and families. If requested by the Court, this committees is also mandated as a family court committee under the British Columbia <i>Provincial Court Act</i> and as a youth justice committee under the federal <i>Youth Justice Act</i> .	<a href="#">Work Plan</a> 	<a href="#">Poster</a> 
Civic Asset Naming Committee	To recommend names for streets and roads, development areas, pedestrian and cycling infrastructure, City-owned assets and facilities (excluding Park Board and Vancouver Public Library assets).	<a href="#">Work Plan</a> 	<a href="#">Poster</a> 
Cultural Communities Advisory Committee	To provide citizen input on issues of diversity and inclusion that affect the City of Vancouver.	<a href="#">Work Plan</a> 	<a href="#">Poster</a> 
LGBTQ2+ Advisory Committee	To exchange information with the lesbian, gay, bisexual, transgender, two-spirit and queer communities and the general public about relevant programs and issues of interest; to work co-operatively with other civic agencies whose activities affect LGBTQ2+ communities, including initiating and developing relevant projects; to provide input to City Council and city staff about issues of concern, including matters that require action by the City; and to	<a href="#">Work Plan</a> 	<a href="#">Poster</a> 

Committee	Mandate	Link to Work Plan	Link to Poster
	act as a resource for city staff during public involvement processes.		
<b>Persons with Disabilities Advisory Committee</b>	To advise Council and staff on enhancing access for persons with disabilities to enable them to fully participate in City services and civic life.	<a href="#">Work Plan</a> 	<a href="#">Poster</a> 
<b>Renters Advisory Committee</b>	To advocate for renters and renters issues to the City of Vancouver and other levels of government; to advise Council on strategic City priorities relating to renters; to monitor and respond to the impacts of provincial and federal legislation affecting tenants; and to advise Council on enhancing access and inclusion for renters in developing City policy and civic life.	<a href="#">Work Plan</a> 	<a href="#">Poster</a> 
<b>Seniors Advisory Committee</b>	To provide input to City Council and staff about issues related to aging and seniors; to provide input to Council and staff on enhancing access and inclusion for seniors to fully participate in City services and civic life; and to monitor City programs to ensure that needs of seniors and their families are considered.	<a href="#">Work Plan</a> 	<a href="#">Poster</a> 
<b>Urban Indigenous Peoples' Advisory Committee</b>	To ensure that effective communication and consultation of Vancouver's Urban Indigenous communities play a major role in the efforts of the committee to fulfill its mandate; to strive to develop and maintain a positive relationship with other individuals, groups, agencies, and others, who are addressing issues of concern to Vancouver Urban Indigenous Peoples; and to advise Council and staff on the City of Reconciliation Framework as it is developed, implemented and updated.	<a href="#">Work Plan</a> 	<a href="#">Poster</a> 

Committee	Mandate	Link to Work Plan	Link to Poster
<p><b>Vancouver Civic Theatres Board</b></p>	<p>The jurisdiction and function of the Board is to advise Council generally on the operation of the Civic Theatres and on matters related to the use and improvement of such theatres, in particular:</p> <ul style="list-style-type: none"> <li>• The forms of entertainment and types of organizations which should be specially encouraged to use the Theatres;</li> <li>• The advantages to be derived from adopting policies or methods of operating Theatres which are in practice elsewhere;</li> <li>• The integration of other facilities and concessions in the operation of the Theatres;</li> <li>• The annual budget of the Theatres as prepared by the Manager and submitted to Council in the same manner as departmental budgets;</li> <li>• The schedule of rates and rentals which are to be charged for the Theatres as prepared by the Manager and submitted to Council in accordance with normal civic procedure;</li> <li>• Such other matters as may from time to time be referred to the Board by Council for advice and recommendation; and</li> <li>• To bring to the attention of Council any matter relating to the Theatres which, in the opinion of the Board, merits actions on the part of the Council.</li> </ul> <p>The Vancouver Civic Theatres Board By-law explains the Board's function and responsibilities.</p>	<p><a href="#">Work Plan</a> </p>	<p><a href="#">Poster</a> </p>

Committee	Mandate	Link to Work Plan	Link to Poster
<b>Vancouver Food Policy Council</b>	<p>To advance just and sustainable food systems in Vancouver and the region by:</p> <ul style="list-style-type: none"> <li>• making recommendations to City Council and staff on implementation of the Vancouver Food Strategy; and raising attention on new and emerging food issues to City Council, staff and the public;</li> <li>• embedding food considerations into City policy and operations across all departments; and</li> <li>• being the City’s Food Think Tank by catalysing stakeholders around food system priorities and promoting practical solutions to City staff, other advisory committees and food policy councils.</li> </ul>		<p><a href="#">Poster</a></p> 
<b>Women’s Advisory Committee</b>	<p>To advise Council and staff on enhancing access and inclusion for women and girls to fully participate in City services and civic life. The terms of reference for the Women’s Advisory Committee include: Policy Advice, Collaboration and Awareness &amp; Outreach.</p>	<p><a href="#">Work Plan</a> </p>	<p><a href="#">Poster</a></p> 

Please contact me with any questions pertaining to this memo.

Regards,



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