



## NOTICE OF MEETING

### CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE

#### AGENDA

**DATE:** Thursday, July 29, 2021

**TIME:** 5:30 pm

**PLACE:** WebEx Online

**PLEASE NOTE:**

- *If you are unable to attend this meeting, please advise Kevin Burris at 604.707.5412 or e-mail [kevin.burris@vancouver.ca](mailto:kevin.burris@vancouver.ca).*
  - *Agendas and Minutes are available on the City of Vancouver civic agencies' web site at: <http://vancouver.ca/your-government/advisory-boards-and-committees.aspx>*
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**Welcome/Introductions**

**5:30 – 5:50**

Meeting Coordinator will call the meeting to order and acknowledge we are on the unceded territories of the Musqueam, Squamish, and Tsleil-Waututh Nations.

**Leave of Absence Requests**

**5:50 – 5:55**

**1. Chair/Vice-Chair Election**

**5:55 – 6:15**

Members will be informed of the responsibilities of the Chair, and will have an opportunity to nominate themselves or others for Chair and Vice-Chair roles. If the election is contested, the Meeting Coordinator will conduct a secret ballot via email. The elected Chair will immediately assume the Chair of the meeting. A selection from the Procedure Bylaw outlining Chair responsibilities is appended to this Agenda.

**2. Roles and Responsibilities**

**6:15 – 6:45**

Committee roles and responsibilities will be reviewed. Liaisons (Council, External, and Staff) will introduce themselves and provide brief overviews of any programs, policies, or initiatives, relevant to the Committee. A memorandum on Council Liaison roles is appended to this Agenda.

**3. Work Plan Discussion**

**6:45 – 7:25**

The Committee, with information and guidance from Liaisons, will discuss the development of a Work Plan. Please note, the Committee is not expected to finalize a Work Plan in this meeting, but rather begin development for approval at a future meeting. An example of a completed Work Plan is appended to this agenda. Committee members can also discuss the (re)establishment of Subcommittees.

**4. New Business**

**7:25 – 7:30**

This item provides space for any announcements or other pertinent information from Committee members.

**ADJOURNMENT**

**Next Meeting:**

DATE: Thursday, October 28, 2021  
TIME: 5:30 pm  
PLACE: TBD

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3.13 The City Clerk may correct errors in grammar, spelling, and punctuation in the minutes or may insert words necessary to the meaning or continuity of a sentence, but must not make any other change to the minutes which would alter or affect, in a material way, the actual decision made by Council.

#### **Recording meetings in Council Chamber**

3.14 The City Clerk may make a video or audio recording of all Council, standing committee and special Council meetings held in the Council Chamber, and the recording:

- (a) will be posted on the City's website as soon as practicable following the meeting that has been recorded;
- (b) will be posted on the City's website for a period of four years; and
- (c) may be removed from the City's website four years after the date the recording was posted, and, if removed thereafter made available to the public through the City of Vancouver Archives.

#### **Recording meetings outside Council Chamber**

3.15 The City Clerk may record meetings of Council held at locations other than the Council Chamber, by whatever method is practicable.

### **PART 4 ROLE OF THE CHAIR**

#### **Chair of Council and special Council meetings, and public hearings**

4.1 The Chair of a Council meeting, special Council meeting or public hearing is:

- (a) the Mayor;
- (b) in the absence of the Mayor, the Acting Mayor;
- (c) in the absence of the Mayor and Acting Mayor, the Deputy Mayor; and
- (d) in the absence of the Mayor, Acting Mayor and Deputy Mayor, the Council member chosen to act as Chair as the first item of business following roll call, except that if the Mayor, Acting Mayor or Deputy Mayor joins a meeting in progress, the Chair for the remainder of the meeting is the Mayor, Acting Mayor or Deputy Mayor in accordance with the provisions of this section 4.1.

#### **Chair of standing committee**

4.2 The Chair of a standing committee meeting is to be:

- (a) a member of that committee appointed by Council annually to be the Chair; or

- (b) in the Chair's absence, a member of that committee appointed by Council annually as the vice-chair;

but in the Chair's or Vice-Chair's absence when the City Clerk calls the meeting to order, the standing committee may choose a member of that committee to serve as the Chair, as its first item of business after roll call.

### **Chair's status in debate and Council member's motions**

4.3 The Chair must not:

- (a) speak, ask questions, or make motions about a matter under debate;
- (b) introduce, speak, ask questions, or make motions to their own Council member's motion;

without relinquishing the chair to the person next entitled, under section 4.1, to assume the chair.

### **Chair to maintain order**

4.4 The Chair of a meeting:

- (a) must maintain order and decorum;
- (b) must determine which Council member has a right to speak;
- (c) must rule on Points of Order or Questions of Privilege;
- (d) may call a Council member to order if, in the opinion of the Chair, it is necessary to do so; and
- (e) may expel a Council member from a meeting if, in the opinion of the Chair, the Council member is in breach of the rules of conduct set out in sections 6.1 or 6.2.

### **Procedure for deciding on point of order**

4.5 When the Chair is called upon to decide a point of order:

- (a) the Chair must consider the point immediately;
- (b) the Council member must state the point of order that has been breached, without comment or debate, and must be seated immediately thereafter; and
- (c) the Chair must immediately rule on the point of order and advise the Council members of the Chair's decision.

### **Expulsion**

4.6 If, in the opinion of the Chair, a Council member is in breach of the rules of conduct set out in this by-law:

- (a) the Chair may rule that a Council member is in breach of the rules of conduct; and
- (b) if there is no successful challenge to the Chair's ruling, the Chair may order the Council member to leave the Council Chamber for the balance of the meeting or until the Council member advises the Chair that the Council member wishes to apologize to Council in accordance with section 4.7.

### **Return after expulsion**

- 4.7 If a Council member who has been expelled from Council Chamber wishes to apologize:
- (a) the Chair must so advise Council;
  - (b) Council, by a majority vote, without debate, may permit the Council member to return to the Council Chamber;
  - (c) the Council member must apologize immediately to Council for the conduct that caused the expulsion; and
  - (d) Council, by a majority vote, without debate, may end the expulsion.

## **PART 5 GENERAL MEETING PROCEDURES**

### **Entry on floor**

5.1 Only Council members, and those persons permitted by the Chair or City Clerk to do so, may enter the Council floor during a meeting, except that children may enter the Council floor during a meeting when being cared for by a Council member.

### **Call to order**

5.2 As soon after the time a meeting is to start and a quorum is present, the Chair, or, in the Chair's absence, the City Clerk, must call the meeting to order.

### **Absence of quorum**

5.3 If, within 30 minutes after a meeting is to start, no quorum is present, the City Clerk must read the roll, record the result in the minutes, and declare the meeting cancelled.

### **Questions to staff**

- 5.4 Any Council member may ask staff questions about a matter before Council, except that:
- (a) the question must be in relation to a report on the agenda, a presentation on a matter, a motion being considered by Council, or enquiries and other matters;
  - (b) the Council member must only include those facts necessary to explain the question, without argument or opinion;

## MEMORANDUM

October 2, 2020

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Karen Levitt, Deputy City Manager  
Lynda Graves, Administrative Services Manager, City Manager's Office  
Anita Zaenker, Chief of Staff, Mayor's Office  
Tina Penney, Director of Legislative Operations  
Leslie Tuerlings, Manager of Civic Agencies

FROM: Rosemary Hagiwara, Acting City Clerk

SUBJECT: Advisory Body Motions – Council Liaison's Role and Responsibilities

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### PURPOSE

This memo provides a response to questions directed to the City Clerk's Office (CCO) regarding motions passed by advisory bodies. It is the CCO's responsibility to circulate advisory body recommendations for Council's information, and we wish to ensure that any queries about how to further advance such recommendations are addressed.

### BACKGROUND

Type A advisory bodies do not have decision-making authority; rather they are intended to be a mechanism that helps connect Council to the community, similar to information meetings and other forms of public engagement that inform Council in its decision-making. While they do not have authority to make decisions themselves, advisory bodies make recommendations to Council. One frequent question is how these recommendations are brought forward for Council's consideration.

### DISCUSSION

Council liaisons, who are Council members appointed as non-voting representatives to specific advisory bodies, are a key connection between the advisory body and City Council. A clear understanding of their role will clarify the process by which these bodies advise and communicate with Council.

Below are the general roles and responsibilities (in bold) of the City Council liaison to advisory bodies, as set out in the [Guidelines for Advisory Bodies](#):

- 1. Act as non-voting liaisons to advisory bodies and attend meetings as regularly as their schedule permits**
  - Council Liaisons are encouraged to attend as many advisory body meetings as their schedules permit. Council liaisons do not count toward quorum and are not eligible to vote on advisory body motions. This is done to ensure, firstly, that the demanding schedules of Council members do not impact quorum, and secondly, that the liaison's role remains objective. Liaisons are to be the carrier of information, but impartial if/when the issue is brought to Council for debate.
- 2. Provide an information and liaison role between City Council and the advisory body**
  - Council liaisons are encouraged to participate in discussion and provide updates on City matters that may be pertinent to the advisory body's activities. Likewise, Council liaisons may convey information from the advisory body during Council meetings, if relevant to the Council agenda.
- 3. Ensure that the advisory body's work falls within the mandate of City Council**
  - Council liaisons may be occasionally called upon to remind their advisory body of the boundaries of its authority and suggest alternatives if it is pursuing activities outside of its scope.
- 4. Provide advice and information on City Council, Park Board and School Board policies and activities respecting the advisory body**
  - Council liaisons will inform their advisory body of any business conducted by Council as well as other civic bodies (Park Board and School Board) that may be relevant to matters it is considering.
- 5. Carry advisory body ideas and perspectives to elected bodies for consideration in their deliberations**
  - Each advisory body's minutes and decisions are distributed by the City Clerk's Office to Council, other committees, and the public. However, advisory bodies may wish to share directly with Council more detailed context and discussion regarding their decisions. Council liaisons are one method through which this may be done. The range of mechanisms used to convey information from an advisory body to Council are detailed below.

## **Mechanisms to bring Advisory Body Motions to Council**

There are several mechanisms by which advisory body motions can be presented to Council, either through the discretion of the Council liaison or by the advisory body directly.

### **By Council Liaison:**

#### **1. Member's motion for future meetings**

A Council liaison may bring the advisory body's motion to Council as a member's motion following the usual process for members' motions submissions.

#### **2. During Discussion and Debate of a Matter on the Council agenda**

Should there be an item before Council that has been also discussed and/or motioned at an advisory body meeting, the Council liaison may, during the Council meeting, note the nature of that discussion and the advisory body's perspective.

#### **3. During the Enquires and Other Matters on the Council Meeting agenda**

When Council deals with this item on its agenda, the Council liaison can bring forward items dealt by an advisory body.

### **By Advisory Bodies:**

#### **4. Submitting a Letter to Council**

The advisory body may submit a letter to Mayor and Council, via the City Clerk's Office, that communicates their approved motion.

#### **5. Speaking at Council Meetings**

The advisory body may appoint a representative to communicate their consensus on a matter before Council. For example, the Senior's Advisory Committee (SAC) and the Persons with Disabilities Advisory Committee (PDAC) appointed the Chair of the SAC to speak on their behalf to ask for Council's support of their recommendation regarding plastic straw usage.

Regards,



Rosemary Hagiwara  
Acting City Clerk  
[rosemary.hagiwara@vancouver.ca](mailto:rosemary.hagiwara@vancouver.ca)  
604.873.7177





## 2017-2018 Work Plan

# Children, Youth and Families Advisory Committee

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### Mandate

#### Policy Advice

- 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.

#### Collaboration

- Work co-operatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects.
- Act as a resource for staff doing public involvement processes and/or civic events.

#### Awareness & Outreach

- Exchange information with the constituent communities and the general public about relevant programs and issues of interest.
- Engage in outreach to disseminate information and encourage participation from constituent communities.

#### Children, Youth and Families

- Advise Council and staff on matters that relate to children, youth and families.
- If requested by the Court, the Committee is also mandated as a family court committee under the British Columbia Provincial Court Act and as a youth justice committee under the Youth Justice Act.

## 2017-2018 Objectives

Objective 1: Engage youth through social media

Through social media, the Children, Youth and Families Advisory Committee will engage in meaningful outreach with our City's youth. This objective relates to the Awareness & Outreach section of our Committee Mandate.

Objective 2: Explore strategies to include the voices of children and youth in various areas of City planning

The Committee believes that children and youth are an integral part of our communities and should have their voices heard throughout various areas of civic planning. We will be exploring ways to assess,



implement and provide recommendations in partnership with City staff to encourage engagement with our constituent communities.

Objective 3: Explore and advise on housing related issues concerning children, youth and families

Housing affordability and livability are key areas of interest for the Committee. The Committee will expand its existing knowledge on the issue, advise staff on issues related to housing and establish communication with the Provincial Government.

Objective 4: Continue and build upon our existing education advocacy work at the municipal and provincial level

The Committee believes that public education is an important piece of our advocacy work for children, youth and families. The Committee will continue to provide policy advice to the Vancouver School Board and the Provincial Government. We will also continue to advocate for stable and adequate funding. This year, the Committee would like to engage with community stakeholders to collaborate and amplify local advocacy work in partnership with students and parents.



## Action Plan

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Engage youth through Social Media				
6/1/2017 – 7/14/2017	Attend social media training session with Corporate Communication's staff	Social Media Sub-Committee	Learn how to create posts that will receive the most engagement.	City Staff
7/14/2017 – 11/1/2018	Post a minimum of once a week on our Facebook Page	Social Media Sub-Committee	Increase in engagement visibility and communication exchange (like, shares, comments, etc.) from youth on our social media page	NA
Explore ways to include the voices of children and youth in various areas of City planning				
6/1/2017 – 6/31/2017	Identify key areas of interest to prioritize focus	Children and Youth Engagement Sub-Committee	The sub-committee will narrow down its topics of interest and explore these priority areas with partners and stakeholders	City staff Committee Liaisons
7/1/2017 – 9/1/2017	Identify key champions within City departments, including Vancouver Parks and Recreation, that enable and promote children and youth engagement	Children and Youth Engagement Sub-Committee	Work in partnership with identified staff members to advise on improving methods to engage with children and youth.	City staff Committee Liaisons
9/01/2017-12/31/2017	Based on these findings, further develop committee priority work plan	Children and Youth Engagement Sub-Committee	Update the work plan at the end of the year to reflect these findings	NA
Explore and advise on housing related issues for children, youth and families				
6/1/2017 – 12/31/2017	Seek opportunities to work with City staff advising on livability and affordability from the perspective of Children, Youth and Families	Housing Sub-Committee	Advise staff on the upcoming Housing Reset and encourage the engagement of children, youth and families in these consultations.	City Staff Committee Liaisons
6/1/2017 – 12/31/2017	Identify, implement, and maintain a working knowledge of the Vancouver housing situation and attend programs and open houses when possible to augment a base of knowledge and monitor any progress	Housing Sub-Committee	Develop a knowledge base for Committee Members to a) bring forth awareness on current housing issues and b) to help us inform and engage with staff on housing related issues	City Staff Committee Liaisons



Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
6/1/2017-12/31/2017	Explore options to share CYFAC's perspective and recommendations with the new Provincial Government	Housing Sub-Committee	Establish communication with the new provincial government to share our opinions and collaborate whenever possible	Local MLAs Ministries in the Provincial Government
Continue and build upon our existing education advocacy work at the municipal and provincial level				
6/1/2017 - 9/1/2017	Explore different areas of interest related to public education (e.g. mental health, adult education, student health)	Education Sub-Committee	Identify areas of interest and build it into our advocacy and education work.  Explore potential opportunities to develop these topic areas into a workshop style event.	Various stakeholders and partners relative to topic/issue of concern (e.g. Vancouver Coastal Health)
6/1/2017 – 9/31/2017	Develop a working relationship with other education advocacy organizations	Education Sub-Committee	Collaborate with other advocacy groups to coordinate our advocacy work, increase transparency and amplify the work of others	Vancouver District Student Council B.C Student Alliance Parent Advisory Network DPAC
6/1/2017 – 12/31/2017	Explore the possibility of expanding our advocacy work into higher education	Education Sub-Committee	Expanding into this field of interest would result in the development of an advocacy platform for higher education in partnership with local stakeholders.  Amplify the work and transparency of other organizations and coordinate our advocacy work.	B.C Federation of Students Local Student Unions Ministry of Advanced Education
6/1/2017-12/31/2017	Increase awareness and transparency of education advocacy through the continuum of our advocacy work at the municipal and provincial level by creating a local advocacy platform that works with students and parents	Education Sub-Committee	Establish communication with the provincial government and the VSB to proactively discuss issues related to public education and implement solution-based recommendations.	Local MLAs School Board Trustees Ministry of Education Local students and parents