



NOTICE OF MEETING

SENIORS' ADVISORY COMMITTEE

AGENDA

DATE: Friday, July 16, 2021

TIME: 10 am

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.*
 - *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

10:00 – 10:20

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

10:20 – 10:25

1. Elections/Appointments

10:25 – 10:45

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

10:45 – 11:15

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

11:15 – 11:55

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.

Representatives of the City's Accessibility Task Force will be present at the meeting, to give information and seek one or two Committee members to also sit on the Task Force.

4. New Business

11:55 – 12:00

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

ADJOURNMENT

Next Meeting:

DATE: Friday, September 17, 2021
TIME: 10 am
PLACE: WebEx Online

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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

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
604.873.7177



2017-2018 Work Plan Seniors Advisory Committee

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.

Seniors

- Advise Council and staff on enhancing access and inclusion for seniors' to fully participate in City services and civic life.

2017-2018 Objectives

Objective 1: Global Age-Friendly City Designation

- a. Continue to encourage staff and Council to pursue the City's commitment to seeking designation by the World Health Organization as a Global Age-Friendly City
- b. Encourage staff to consider and explicitly outline how all ongoing and new City projects address the specific requirements to receive the Global Age-Friendly City designation
- c. Encourage the Social Policy & Planning department to designate a specific staff person to oversee issues and projects relevant to seniors and aging

Objective 2: Projects and Community Plans

Provide ongoing input and feedback, attend relevant stakeholder meetings and respond to reports from staff or Council on (but not limited to) the following projects and community plans:

- a. 10th Avenue Corridor
- b. Block 51 (800 Robson Street and Vancouver Art Gallery North Plaza)
- c. False Creek Flats and St. Paul's Hospital
- d. Grandview-Woodland



- e. Chinatown
- f. Social Isolation and Loneliness Among Seniors (SILAS)
- g. Sunset Seniors' Centre
- h. Britannia Community Services Centre

Objective 3: Housing

Provide ongoing input and feedback on issues related to housing for seniors, including (but not limited to) the following:

- a. Social housing
- b. Vancouver Housing and Homelessness Strategy Reset
- c. Accessible Path of Travel
- d. Dogwood Lodge
- e. 105 Keefer Street
- f. Casa Mia (1920 SW Marine Drive)

Objective 4: Transportation and Mobility

Provide ongoing input and feedback on issues related to transportation and mobility for seniors, including (but not limited to) the following:

- a. 10th Avenue Corridor
- b. Block 51 (800 Robson Street and Vancouver Art Gallery North Plaza)
- c. False Creek Flats and St. Paul's Hospital
- d. Grandview-Woodland
- e. Arbutus Greenway
- f. Southeast False Creek
- g. Transportation 2040
- h. Transit Fare Review
- i. Passenger drop-off and pick-up

Objective 5: Community Engagement

- a. Increase the number of outreach events offered by the Seniors Advisory Committee throughout Vancouver
- b. Continue to actively represent the Seniors Advisory Committee at community events relevant to seniors
- c. Monitor issues related to the health of seniors in Vancouver

Objective 6: Liaising with Other City Committees, Task Forces and Councils

Appoint a liaison to, create partnerships on issues and projects of mutual interest with, and/or request to be placed on the mailing lists of relevant City committees, task forces and councils, including (but not limited to) the following:

- a. Persons with Disabilities Advisory Committee
- b. LGBTQ2+ Advisory Committee



- c. Renters Advisory Committee
- d. Active Transportation Policy Council
- e. Urban Aboriginal Peoples Advisory Committee
- f. Vancouver Fire and Rescue Services Advisory Committee



Action Plan

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Global Age-Friendly City Designation				
2/28/2017 - 11/2/2018	a. Continue to encourage staff and Council to pursue the City's commitment to seeking this designation	Lead: <ul style="list-style-type: none"> -Assigned committee members to attend all meetings -report monthly to advisory committee 	<ul style="list-style-type: none"> SAC uses the WHO checklist and guide handbook to measure progress towards meeting the requirements for the designation The SAC prepares a yearly report on progress or lack of 	City Staff (Community Services) Vancouver City Council
	b. Encourage staff to consider and explicitly ongoing how all ongoing and new City projects address the specific requirements to receive this designation	Lead: <ul style="list-style-type: none"> -Assigned committee members to attend all meetings -report monthly to advisory committee 		
2/28/2017 - 2/16/2018	d. Encourage the Social Planning Department to designate a specific staff person to oversee issues and projects relevant to seniors aging	Lead: Chair/Vice-Chair <ul style="list-style-type: none"> Other committee members as appointed. 	<ul style="list-style-type: none"> Letter to council encouraging them to designate a specific person Staff assigned or hired 	

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Projects & Community Plans				
2/28/2017 - 2/16/2018	<p>Use checklists in World Health Organization's "Global Age-friendly Cities: A Guide" to assess City's progress in meeting the WHO's criteria with regard to the following City projects:</p> <ul style="list-style-type: none"> a. 10th Avenue Corridor b. Block 51 (800 Robson Street and Vancouver Art Gallery North Plaza) c. False Creek Flats and St. Paul's Hospital d. Grandview-Woodlands e. Chinatown f. Social Isolation and Loneliness Among Seniors (SILAS) g. Sunset Seniors' Centre h. Britannia Community Services Centre 	<p>For all a-f:</p> <ul style="list-style-type: none"> • Assigned Committee members to attend all meetings • Report monthly to Seniors Advisory Committee • Projects to use WHO Checklists below: <ul style="list-style-type: none"> a. Transportation; Community & Health Services b. Outdoor Spaces & Buildings c. Outdoor Spaces & Buildings; Community & Health Services d. Outdoor Spaces & Buildings; Housing e. Outdoor Spaces & Buildings f. Respect & Social Inclusion g. Outdoor Spaces & Buildings; Housing h. Outdoor Spaces & Buildings; Respect & Social Inclusion; Civic Participation & Employment 	<p>Monthly review</p> <p>Assign Committee members to monitor different sections of the WHO checklists</p> <p>Seniors Advisory Committee prepares annual report on progress or lack of towards achieving WHO goals.</p>	<p>City Staff (Planning, Urban Design & Sustainability, Community Services, Engineering) City Council Vancouver Coastal Health Britannia Community Centre Sunset Seniors' Centre Park Board</p>



Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Social Housing				
<p>2/28/2017 - 11/2/2018</p>	<p>Use the WHO Outdoor Spaces and Buildings, and Housing checklist and same parts of the guide handbook to assess the city's progress in meeting the WHO's criteria for projects & programs below:</p> <ul style="list-style-type: none"> a. Social housing b. Vancouver Housing and Homelessness Strategy Reset c. Accessible Path of Travel d. Dogwood Lodge e. 105 Keefer Street f. Casa Mia (1920 SW Marine Drive) <ul style="list-style-type: none"> • Assign SAC members to monitor different sections of the WHO checklist 	<p>Lead: Scott Ricker</p> <ul style="list-style-type: none"> • Assigned committee members to attend all meetings • Checklists: Outdoor Spaces & Buildings; Housing 	<ul style="list-style-type: none"> • Monthly Review • Monthly report to Seniors Advisory Committee • Yearly report on progress or lack of. 	<ul style="list-style-type: none"> • City Staff (Planning, Urban Design & Sustainability; Community Services) • City Council • Developers



Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Transportation & Mobility				
2/28/2017 - 11/2/2018	Use the WHO Outdoor Spaces & Buildings, Transportation, and Community and Health services checklists and same parts of the guide handbook to assess the city's progress in meeting the WHO's criteria for the following programs & projects <ol style="list-style-type: none"> a. 10th Avenue Corridor b. Block 51 (800 Robson Street and Vancouver Art Gallery North Plaza) c. False Creek Flats and St. Paul's Hospital d. Grandview-Woodland e. Arbutus Greenway f. Southeast False Creek g. Transportation 2040 h. Transit Fare Review <ul style="list-style-type: none"> • assign SAC members to monitor different sections of the WHO checklist 	Lead: Dellie Lidyard <ul style="list-style-type: none"> • Assigned committee members to attend all meetings • Checklists: Transportation; Community and Health Services; Outdoor Spaces & Buildings 	<ul style="list-style-type: none"> • Monthly review and report to Advisory Committee • Yearly report on progress or lack thereof for each project, as required. 	<ul style="list-style-type: none"> • City Staff (Planning, Urban Design, & Sustainability; Engineering; Community Services) • Council • TransLink



Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Identify target start and completion dates.	Identify specific action items integral to accomplish the stated objective.	Identify working groups, subcommittees, and/or committee member(s) responsible to lead the objective, as appropriate.	Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through annual reports.	Identify opportunities or needs to collaborate with groups / organizations within or outside of the City (e.g., City staff).
Community Engagement				
Start date. - Completion date.	<ul style="list-style-type: none"> Track number of outreach events offered by Seniors Advisory Committee throughout Vancouver Actively represent SAC at community events relevant to seniors; use WHO checklist when attending events talking about seniors issues 	<ul style="list-style-type: none"> Assigned Committee members (as needed) 	<ul style="list-style-type: none"> Events and Number tracked Monthly report to Advisory Committee 	<ul style="list-style-type: none"> Outside groups and agencies Council
Start date. - Completion date.	<ul style="list-style-type: none"> Monitor issues related to seniors health in Vancouver; use WHO Community & Health Services Checklist to assess 			
Liaising with other Committees, Task Forces & Councils				
Start date. - Completion date.	Liaise and use WHO checklists when discussing issues with the following committees: <ol style="list-style-type: none"> Persons with Disabilities Advisory Committee LGBTQ2+ Advisory Committee 	<ul style="list-style-type: none"> Members assigned to committees Chair/Vice-Chair Chairs/Vice-Chairs of other committees 	<ul style="list-style-type: none"> Monthly review and report to Advisory Committee 	Other Advisory Committees Council City Staff (Manager of Aboriginal Relations, Engineering, Planning, Urban Design & Sustainability)



<p>Timeline</p> <p>Identify target start and completion dates.</p>	<p>Action Items</p> <p>Identify specific action items integral to accomplish the stated objective.</p>	<p>Committee Resources</p> <p>Identify working groups, subcommittees, and/or committee member(s) responsible to lead the objective, as appropriate.</p>	<p>Expected Outcomes</p> <p>Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through annual reports.</p>	<p>Partners/Stakeholders</p> <p>Identify opportunities or needs to collaborate with groups / organizations within or outside of the City (e.g., City staff).</p>
	<ul style="list-style-type: none"> c. Renters Advisory Committee d. Active Transportation Policy Council e. Urban Aboriginal Peoples Advisory Committee f. Vancouver Fire and Rescue Services Advisory Committee • Assign committee members as liaisons 			