

## **Women's Advisory Committee**

### **Terms of Reference**

#### **Role of Type A Advisory Committees**

The primary role of Type A Advisory Committees is to provide community engagement and input to Council and / or staff on issues of concern related to their unique mandates.

Furthermore, a Type A Advisory Committee:

- Advises on current Council priorities, goals, and, objectives;
- Considers policy matters which may be referred by Council or staff, and provides strategic policy advice;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other civic agencies as appropriate and feasible;
- Acts as a resource for staff in public engagement processes and / or civic events; and
- Exchanges information with the public on issues of interest.

#### **Authority**

The Women's Advisory Committee is established by Council resolution under authority of the *Vancouver Charter* section 159.

#### **Mandate and Scope**

- Advises Council and staff on enhancing access and inclusion for women and girls to fully participate in City services and civic life;
- Advise Council and staff on the Women's Equity Strategy as it is developed, implemented and updated;
- Works collaboratively with counterparts from other civic agencies to identify opportunities for joint action on-issues of mutual interest;
- Works co-operatively with external agencies and groups whose activities affect constituent communities; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Liaisons and staff will assist in ensuring that activities stay within the mandate and scope.

#### **Reporting and Accountability**

The Women's Advisory Committee reports to Council, provides input to Council and City staff and undertakes the following reporting activities:

- Within six months of the first regular meeting, submits to Council a work plan with specific objectives and action items, subject to alteration as needed;
- Submits an annual report to Council describing accomplishments for the year, including reference to objectives set out in the work plan and any arising issues to which the committee has responded; and
- Presents accomplishments and progress to date at the Council of Councils event.

All Type A Advisory Committees should conduct their activities in accordance with the *Guidelines for Civic Agencies*, *Code of Conduct By-law* No. 12886, and *Procedure By-law* No.

12577, which further set out responsibilities and expectations for members, chairs, staff, and liaisons.

## **Terms and Membership Composition**

*Persons appointed to a Type A Advisory Committee shall meet the following essential criteria:*

- Not be employed by the City of Vancouver;
- Live or work in Vancouver, or have a significant body of experience with issues related to the mandate of the advisory body in Vancouver;
- Have connections to relevant communities, groups, and/or organizations in Vancouver;
- Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body;
- Be able to work in a team environment with intercultural sensitivity.

*Composition:*

- Up to 12 members of the public (quorum is a majority of appointed members) who identify as women;
- 1 Chair, appointed from and by the members to a term of 1 or 2 years;
- Optional: 1 Vice-Chair, and/or 1 designated note-taker, appointed from and by the members to terms of 1 or 2 years;
- Chair and Vice-Chair term limit is 4 consecutive years; Chairs and Vice-Chairs are eligible for reappointment after 1 year of regular membership;
- Up to 2 non-voting Council liaisons (appointed by Mayor);
- Up to 2 non-voting staff liaisons (appointed by City Manager).

*Alternate members:*

Council may, at its discretion, appoint up to 3 alternate members, intended to fill any vacancies arising over the course of the term. Alternate members may attend meetings in an observational capacity, as well as training sessions and subcommittee meetings, but do not count for quorum and do not have voting privileges.

*Optional Seats:*

- 1 non-voting Vancouver Board of Parks and Recreation Commissioner liaison and/or staff liaison;
- 1 non-voting Vancouver School Board Trustee liaison;
- 1 non-voting Vancouver Public Library staff liaison;
- 1 non-voting Vancouver Police Department staff liaison.

*Length of term:*

- Term ends immediately before the first Monday after November 1 in the year of a general local election.
- Members are appointed until December 31, 2024, at which point appointments are automatically renewable to the end of the term, and recruitment shall be conducted to fill any vacancies arising.
- Beginning in 2019, no member of the public shall serve in more than eight consecutive years on the same Type A Advisory Committee. A former member is eligible for reappointment after one year of non-membership.

## Meeting and Administrative Procedures

- The Women's Advisory Committee holds six regular meetings per year, in addition to working sessions generally scheduled during intervening months throughout the year.
- Type A Advisory Committees may, at their discretion, establish sub-committees focused on relevant topics of interest; non-members may participate in sub-committees and attend regular meetings if invited.
- A member who is absent from more than two consecutive regular meetings without a leave of absence is deemed to have resigned.

## Remuneration

- Type A Advisory Committee members and alternate members are eligible to receive reimbursement for certain meeting-related expenses.
- Non-member subcommittee participants are not eligible to receive reimbursement.
- A light meal will be provided to Type A Advisory Committee members attending in-person regular meetings held over lunch or dinner hours.

## Related Guidelines and / or Policies

- [Guidelines for Advisory Bodies](#)
- [Code of Conduct By-law No. 12886](#)
- [Diversity on Advisory Bodies Policy \(COUN-004\)](#)
- [Procedure By-law No. 12577](#)

## Review of Terms of Reference

Type A Advisory Committee Terms of Reference are living documents to be revised at least every 4 years. Minor editorial changes may be made by City Clerk's Office staff to keep committees in compliance with updated municipal by-laws and provincial or federal legislation, where applicable.

Consultations with each Type A Advisory Committee will be sought either throughout or toward the end of their terms to consider new revisions to Terms of Reference.