



VANCOUVER CITY PLANNING COMMISSION

MINUTES

December 1, 2021

A meeting of the Vancouver City Planning Commission was held on Wednesday, December 1, 2021, at 3:07 pm, via electronic means.

- PRESENT:** Alasdair Butcher
Robyn Chan (Co-Chair)
David Cooper
Jessica Jiang
Alyssa Koehn
Alix Krahn*
Ruby Langan*
Gabrielle Peters
Juan Solorzano
Yijin Wen*
Amina Yasin*
- ABSENT:** Veronika Bylicki, Co-Chair (Leave of Absence)
Albert Huang
- ALSO PRESENT:** Yuri Artibise, Interim Executive Director
Chris Robertson, Assistant Director, City-Wide and
Regional Planning, Staff Liaison
- CITY CLERK'S OFFICE:** Kevin Burris, Manager, Civic Agencies
Ana Denissenko, Committee Clerk

*Denotes absence for a portion of the meeting.

Welcome and Roll Call

Co-Chair Chan acknowledged we are on the unceded territories of the Musqueam, Squamish, and Tsleil-Waututh Nations.

Leave of Absence Requests

MOVED by Commissioner Butcher
SECONDED by Commissioner Solorzano

THAT the Vancouver City Planning Commission approve a leave of absence for Commissioner Bylicki.

CARRIED UNANIMOUSLY
(Commissioners Langan, Wen and Yasin absent for the vote)

Approval of Minutes

MOVED by Commissioner Solorzano
SECONDED by Commissioner Butcher

THAT the Vancouver City Planning Commission approve the Minutes from the meeting of Wednesday, November 03, 2021 as circulated.

CARRIED UNANIMOUSLY
(Commissioners Wen and Yasin absent for the vote)

Notice of Upcoming Meetings

Co-Chair Chan informed the Commission that the first regular meeting for 2022 will be held on January 19, 2022.

1. Vancouver Coastal Health Presentation

Vancouver Coastal Health Staff:

- Laura Chow, Senior Planner, Healthy Environments, Health Protection
- Wes Regan, Policy & Projects Lead, Population Health
- Michael Schwandt, Medical Health Officer

Commissioner Solorzano provided a brief introduction to the presentation.

Vancouver Coastal Health staff delivered a presentation on overview of the role and function of the Office of the Chief Medical Health Officer, and subsequently responded to questions and comments.

2. Liaison Member Reports

Chris Robertson provided updates via email on the following:

- Council consideration of 2022 budget
- Broadway plan survey open until the end of the week
- Vancouver Plan entering phase 4

3. UDP Report

Commissioner Koehn provided brief updates on the work of the Urban Design Panel. Co-Chair Chan noted that Commissioners Koehn and Yasin need to be reappointed as alternating UDP representatives at the Vancouver City Planning Commission regular meeting on January 19, 2021.

4. Business Meeting

a) Motion of Approval for Roles and Responsibilities of Executive Director

MOVED by Commissioner Yasin
SECONDED by Commissioner Koehn

THAT the Vancouver City Planning Commission approve updated details of the Executive Director position, including Role, Expectations and Responsibilities, and Qualifications, for the purpose of recruiting a new Executive Director.

CARRIED UNANIMOUSLY

Details of the Executive Director position referenced in the motion are appended below.

b) Vancouver Accessibility Strategy Discussion

Commissioner Peters provided feedback on the Vancouver Accessibility Strategy Report and pointed to the lack of definitions, lack of structural analysis of ableism, and lack of understanding of the theories referenced in the report.

5. Commissioner reports and discussion

a) Reports from Committees

JEDDI

Co-Chair Chan shared JEDDI updates on survey and focus groups and encouraged the Commissioners to participate.

Planning Milestones

The Interim Executive Director informed the Commission he is planning a workshop and online panel to be held in January, and is looking for potential panelists.

Nominations and Governance

The Executive Director updated the Commission on appointments to the Vancouver City Planning Commission.

b) Reports from Commissioners

Commissioner Cooper shared that it was his last meeting as a Commissioner, and the Commission thanked Commissioner Cooper for his work.

c) Executive Director's Report

The Executive Director informed the Commission of his resignation from the Commission, and the Commissioners commended him for his dedication and exceptional work.

6. ADJOURNMENT

MOVED by Commissioner Solorzano
SECONDED by Commissioner Peters

THAT this meeting be adjourned.

CARRIED UNANIMOUSLY
(Commissioner Krahn absent for the vote)

Next Meeting:

DATE: Wednesday, January 19, 2022
TIME: 3:00 pm
PLACE: TBD

The Commission adjourned at 5:07 pm.

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Appendix A

Role, Expectations, Responsibilities, and Qualifications of the Executive Director

Role:

The position is employed by the City of Vancouver and reports to the Manager, Civic Agencies, and on a day-to-day basis to the VCPC Chair (or Co-Chairs). The Executive Director is the primary source of support for the VCPC, and provides strategic advice, project coordination, and administrative support to assist the VCPC in carrying out its mandate effectively and efficiently.

The Executive Director also coordinates external relations on behalf of the VCPC, including with elected officials, City of Vancouver staff, and the community at large.

Expectations & Responsibilities:

The expected responsibilities of the Executive Director shall, subject to mutually agreed contract terms, include the following:

- Overall management of the affairs of the VCPC.
- Research and advice on civic affairs, planning, and development.
- Co-ordination of VCPC events, research, and projects.
- Preparation of reports, budgets, program materials, and communications.
- Organization of all VCPC meetings, committee meetings, and events.
- Communication with City staff and elected officials, external relations with professional organizations and the public.
- Administration of VCPC resources, finances, equipment, and suppliers.
- Maintenance of VCPC website.
- Other related duties and responsibilities as may be required.

Qualifications:

The ideal applicant will possess the following key qualifications:

- Extensive knowledge, background, and experience in fields related to urban planning and development.
- Demonstrated interest in civic affairs and urban issues.
- Experience working with a volunteer board or commission.
- Experience leading and working with community organizations, the volunteer sector, and government bodies.
- Experience with event coordination and project management.
- Excellent writing and communication skills, including the ability to create briefs, reports, and articles for general interest and media.
- Ability to work flexible hours, including occasional evenings and weekends.
- Strong administrative and financial skills.
- Ability to communicate effectively and build relationships with a wide range of audiences and stakeholders, including City staff, elected officials, and members of the public.
- Excellent computer, website and social media skills.

- Demonstrated commitment to principles of anti-oppression, equity, and Indigenous reconciliation.