

From: ["Mochrie, Paul" <Paul.Mochrie@vancouver.ca>](mailto:Paul.Mochrie@vancouver.ca)

To: ["Direct to Mayor and Council - DL"](#)

Date: 6/3/2021 7:19:43 AM

Subject: [Memo - Advisory Committee Training Session Update](#)

Attachments: [Memo - Advisory Committee Training Sessions - June 2021.pdf](#)

Dear Mayor and Council,

The attached memo from Katrina Leckovic, City Clerk, provides an update on training sessions for Advisory Bodies. Council Liaisons are welcome and encouraged to attend any or all of the training sessions which will be provided via WebEx.

A brief summary of the memo follows:

- On January 19, 2021, Council directed staff to implement an improved training curriculum for Advisory Committees.
- Staff have developed three training sessions to be delivered in June, focused on: procedure, conduct, privacy, and communications; expectations for working together; the City's commitment to Indigenous Reconciliation and equity.
- A fourth session will be delivered in the Fall, offering more in-depth Anti-Oppression training, is being overseen by the Equity Office with the Clerk's Office providing ongoing support.
- Further training for Committee Chairs, Staff Liaisons, and Council Liaisons are in development. Development on supplementary online training modules will begin in late 2021.

Please contact Katrina Leckovic, City Clerk, at Katrina.leckovic@vancouver.ca or 604.873.7998 with questions.

Best,
Paul

Paul Mochrie (he/him)
City Manager
City of Vancouver
paul.mochrie@vancouver.ca



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətał (Tsleil-Waututh) Nations.

MEMORANDUM

June 2, 2021

TO: Mayor and Council

CC: Paul Mochrie, City Manager
Karen Levitt, Deputy City Manager
Lynda Graves, Administration Services Manager, City Manager's Office
Maria Pontikis, Director, Civic Engagement and Communications
Anita Zaenker, Chief of Staff, Mayor's Office
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office
Aftab Erfan, Chief Equity Officer
Sandra Singh, General Manager, Arts, Culture and Community Services
Tina Penney, Director, Legislative Operations & Deputy City Clerk
Kevin Burris, Manager, Civic Agencies, City Clerk's Office
Guilherme Rosales, Public Policy Coordinator, City Clerk's Office

FROM: Katrina Leckovic
City Clerk

SUBJECT: Advisory Committee Training Sessions

PURPOSE

This memo provides an update to Mayor and Council on scheduled training sessions for Advisory Committees and invites Council Liaisons to participate in the training sessions.

BACKGROUND

At its meeting held on January 19 and 20, 2021, Vancouver City Council approved the following:

THAT Council direct staff to identify and implement for all Advisory Committees:

- i. a curriculum of training in relation to the Code of Conduct and related legislation;
- ii. a new process for Advisory Committee orientation and Chair selection;
- iii. clarification of confidentiality of communications when working as a public body, including FIPPA;
- iv. more diverse reporting process that contemplates formal reporting, informal reporting, and informal problem-solving when a formal or informal report is not

- desired or required, including a clearer role for staff in intervening when such issues arise in order to enable informal or staff-supported interventions; and
- v. a new information package to support Committee recruitment that clearly sets out the expectations of Committee members in their role as City volunteers.

On May 18, 2021, Council appointed members and alternate members to the 12 Type A Advisory Committees, for a term extending to December 31, 2022. There were a total of 177 members and 30 alternate members appointed to these 12 committees, all of whom will be invited to the training sessions detailed here.

DISCUSSION

In 2019, incoming Advisory Committee volunteer members participated in an evening social gathering and orientation event, intended to familiarize members with each other and their new roles. Although the orientation was supplemented with courses and support, it has become apparent over the ensuing term that there are gaps in Advisory Committee members' knowledge of City procedures, as well as expectations around conduct.

In collaboration with staff from Arts, Culture, and Community Services, Civic Engagement and Communications, and the Equity Office, City Clerk's Office staff have developed three distinct training sessions designed to address this issue. The training sessions are also intended to clarify the role of Advisory Committees in the City's broader system of civic engagement, and to bring them further into alignment with Council priorities and the City's values around equity and Indigenous Reconciliation. Due to the COVID-19 pandemic, these sessions will be delivered virtually over the month of June, and all members of Type A Advisory Committees are strongly encouraged to attend (Type A Committees are those which are advisory to Council as opposed to Type B which advise staff; Type C which perform statutory functions; and Type D which are Task Forces providing policy advice and recommendations to the Mayor).

The dates and topics for the June training sessions are as follows (details are provided in Appendix A):

- 1) June 5, 2021, 10:00 am – 1:30 pm; procedure, conduct, privacy, communications (all committees);
- 2) June 7–June 18, 2021, two-hour sessions; group expectations and values (individual committees); and
- 3) June 21, 2021, 5:30 pm – 7:30 pm; the City's work around equity and Indigenous Reconciliation (all committees).

A fourth session, offering more in-depth Anti-Oppression training, is being overseen by the Equity Office, with the City Clerk's Office providing support. An external consultant will deliver this session in the Fall. Further training sessions for Committee Chairs, Staff Liaisons, and Council Liaisons are also in development for the Fall. Finally, online training modules intended

to either supplement or replace in-person training are under consideration, with development expected to begin in late 2021.

Council Liaisons are welcome and encouraged to attend any or all of the training sessions. Webex invitations will be distributed for all sessions, and Councillors' assistants have been contacted to determine calendar availability. Please note that the first and third sessions will be informational only, with no opportunity for questions or comments from Liaisons or Advisory Committee members. Instead, attendees will be encouraged to submit questions after the sessions, which will be compiled into a FAQ and distributed after the event. The first and third sessions will also be recorded for later viewing, to ensure maximum engagement.

If you have any questions or concerns, please contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Leckovic', is positioned above the typed name.

Katrina Leckovic
City Clerk

604.873.7998 | katrina.leckovic@vancouver.ca

Council Advisory Committees Overview of Training Sessions





4 Training Sessions

TOPICS:

1. Meeting Fundamentals
2. Working Together
3. Indigenous Reconciliation & Equity
4. Anti-Oppression



From June to September

	Dates	Subject	Duration	Type of Session	Delivery By
	June 5 th 10am-1:30pm	Meeting Fundamentals: Meeting Procedures, Conduct, Privacy and Communications	3 hours (with breaks!)	All Council Advisory Committees	City Staff
	June 7 th to 18 th	Working Together: Setting Expectations and How to Be Together	2 hours	Individual Council Advisory Committee	City Staff
	June 21 st 5:30-7pm	Informational Session: The CoV's Commitment to Indigenous Reconciliation and Equity	1.5 hour	All Council Advisory Committees	City Staff
	Sept (TBA)	Anti-Oppression Training	TBA	TBA	External Consultant

▶ For Internal Staff - Further Information

OVERVIEW:

Session	Departments Involved (in progress)	Detailed Subject Matter	Type of Training	Identified Staff to Deliver Training (TBD)**
1. Meeting Fundamentals	CCO; CEC	Meeting Fundamentals; Legislation, Policy and Procedure on Meetings; Code of Conduct Bylaw; Privacy; Communications & Media	Direct Method; Q&A	Clerk's & CEC: Tina Penney Kevin Burris Barbara Van Fraassen **
2. Working Together	CCO; EO; ACCS	Setting Expectations, Identifying Common Values; Drafting Vision Statements of 'how to be together.'	Direct/Indirect & Discovery Method: Participatory/ Discussion	Guilherme Rosales Kevin Burris Staff Liaisons Meeting Coordinators
3. Informational Session National Indigenous Peoples Day!	Clerk's; CEC; IGR; ACCS; EO	Equity related Corporate Policy; Internal Equity work; External community equity and Indigenous Reconciliation work; City of Reconciliation Framework	Direct Method; Informational Session; presentation/panel style	Guilherme Rosales Therese Boullard Wilma Clarke Mary Clare Zak Amelia Huang Monika Wilson
4. Anti-Oppression	Clerk's; EO	Anti-Oppression Training	Direct/Indirect/Discovery Methods; Participatory/Discussion	External Consultant - TBD

- 1. Meeting Fundamentals:** This session will be one session for all Type A members and staff liaisons if they wish to attend. It will be held on a Saturday and be 3 hours long, with one or two small breaks in between.
- 2. Community Building:** These sessions will occur by individual committee over the course of June, replacing each currently scheduled working session for each committee. There will be one primary lead facilitator and one support staff to administer the Webex, take notes, and provide any further support.
- 3. Informational Session:** This session will occur on **June 21st** in order to inform all committee members on the CoV's commitment on Indigenous Reconciliation and Equity. This session will help set the stage indirectly for the next session, by communicating CoV values and Council priorities to further align advisory members activities in this broader direction.
- 4. Anti-Oppression:** **Will be outsourced. Aimed to be held in September. Will provide the tools needed to be in alignment with CoV values and Council**



Training Session 2 & 3 Details

2. Working Together

Date	Time	Committee	Lead Facilitator	Support Staff
June 7	5:30-730pm	UIPC	Rachel W.	Kevin B.
June 8	5:30-7:30pm	ACAC	Guilherme R.	David Y.
June 9	5:30-7:30pm	RADV	Kevin B.	Jennifer H.
		TRAC	Guilherme R.	Anthony G.
June 10	5:30-7:30pm	RECE	Therese B.	Terri B.
		PDAD	Kevin B.	Denise S.
June 10	6:00-8:00pm	VFPC	Guilherme R.	Caitlin D.
June 15	5:30-7:30pm	WADV	Amelia H.	Terri B.
June 17	5:30-7:30pm	CYFA	Erica M.	Kevin B.
		LGBT	Therese B.	Bonnie K.
June 18	10am - 12pm	SADV	Kevin B.	Guilherme R.

3. Informational Session

National Indigenous Peoples Day!

Dept.	Lead Facilitator	Support Staff	Speaks to Related Work
CCO	Guilherme Rosales Tina Penney	TBD	Equity related Corporate Policy
EO	Therese Boullard		Internal Equity work
ACCS	Wilma Clarke Mary Clare Zak		External Equity and Indigenous Reconciliation work
IGR	Monika Wilson		City of Reconciliation Framework
CEC	Amelia Huang		Accessibility and Equity for Public Engagement and Communications