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**To:** "Direct to Mayor and Council - DL"

**CC:** "City Manager's Correspondence Group - DL"  
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**Date:** 10/5/2020 10:17:59 AM

**Subject:** Memo: Role of Advisory Bodies

**Attachments:** CCO - Memo - Advisory Body Motions - Council Liaison Role and Responsibilities.pdf

Dear Mayor and Council,

The City Clerk's Office has been asked clarify the role and responsibilities of Council liaisons on City advisory bodies. The attached memo from the Acting City Clerk elaborates upon the Council liaison role, as identified in the [Guidelines for Advisory Bodies](#), and further outlines the mechanisms in which the liaison can assist in bringing an advisory body's recommendations to Council for consideration.

This memo is intended to assist Council with a better understanding of the Council liaison role, thus improving the alignment between Council's decision making and the advisory body engagement process.

Should you have any questions, please contact Leslie Tuerlings, Manager of Civic Agencies at [leslie.tuerlings@vancouver.ca](mailto:leslie.tuerlings@vancouver.ca), or Tina Penney, Director of Legislative Operations at [tina.penney@vancouver.ca](mailto:tina.penney@vancouver.ca).

Best,  
Sadhu

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Pronouns: he, him, his



*The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.*

## **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,



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