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**To:** "Direct to Mayor and Council - DL" <[CCDTMACDL@vancouver.ca](mailto:CCDTMACDL@vancouver.ca)>

**Date:** 12/14/2016 4:51:35 PM

**Subject:** RTS 11788 - Clarification of Roles of Council Liaisons

**Attachments:** [Memo - RTS 11788 - Clarification on Roles of Council Liaisons.pdf](#)

Dear Mayor and Council,

Please see attached memo from Katrina Leckovic, Director, Legislative Operations & Deputy City Clerk, providing information regarding the role of Council Liaisons with respect to advisory committees and the Neighbourhood Councillor Liaison program.

Should you require any additional information, please do not hesitate to contact Katrina Leckovic at 8-7998 or Janice MacKenzie at 8-6146.

Best  
Sadhu

**Sadhu Aufochs Johnston** | City Manager  
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CITY CLERK'S DEPARTMENT  
Legislative Operations

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## MEMORANDUM

December 14, 2016

TO: Mayor and City Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Janice MacKenzie, City Clerk  
Lynda Graves, Manager, Administration Services, City Manager's Office  
Francie Connell, Director, Legal Services  
Rena Kendall-Craden, Director, Communications  
Kevin Quinlan, Chief of Staff, Mayor's Office  
Katie Robb, Director, Communications, Mayor's Office

FROM: Katrina Leckovic, Director, Legislative Operations & Deputy City Clerk

SUBJECT: Clarification on Roles of Council Liaisons - RTS 11788

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At the November 29, 2016 Regular Council meeting, Councillor Reimer requested an information memo to provide clarification with regard to Council Liaison positions, whether it be to a neighbourhood or an advisory committee, and the parameters of that representation.

This memorandum provides staff response to this request and is organized into two sections: Role of Council Liaisons on Advisory Committees and the Role of Neighbourhood Councillor Liaisons.

### The Role of Council Liaisons on Advisory Committees

As per Council resolution of December 16, 2014, each advisory committee is assigned at least one non-voting Council Liaison. The *Guidelines for Civic Agencies* outlines the primary roles of Council Liaisons appointed to advisory committees as follows:

- Act as non-voting liaisons to advisory committees and attend meetings as regularly as their schedules permit.

- Provide an information and liaison role between City Council and the advisory committee.
- Ensure that the advisory committee's work falls within the mandate of City Council.
- Provide advice and information on City Council policies and activities respecting the advisory committee.
- Carry advisory committee ideas and perspectives to the elected bodies for consideration in their deliberations. Council Liaisons receive motions approved by their respective advisory committee in advance of the minutes being published.

### The Role of Neighbourhood Councillor Liaisons

At the January 20, 2016 Regular Council meeting, Council adopted the Neighbourhood Councillor Liaison program. The main goal of the Neighbourhood Councillor Liaison program is to improve access and service to residents, organizations and businesses.

The Engaged City Task Force Interim Report notes the following expectations of Neighbourhood Councillor Liaisons:

- The city-wide election process prevents residents from formally having an identified go-to Councillor for issues in their neighbourhood. The City should reinvigorate the Council liaison positions by requiring each Councillor to represent specific neighbourhoods in Vancouver, and working with local organizations to hold one public event in their designated neighbourhoods per year, with a focus on enhancing knowledge of city services and processes, and connecting people to City Hall. There may be an opportunity for these liaisons to work through the rotating mini-City Halls to create regular engagement with a particular neighbourhood.

The general roles of the Neighbourhood Councillor Liaisons, as set out in the January 20, 2016 resolution and detailed in the Engaged City Task Force Interim Report, are as follows:

- The role of the Councillor Liaison is more akin to that of a concierge. Councillor Liaisons are intended to be a welcoming first point of contact for someone to the City with the intention of linking that individual into the appropriate staff, department, service or Councillor in an issue related context.
- While Councillor Liaisons are listed as a contact for a neighbourhood, residents remain free to contact any member of Councillor.
- The Councillor Liaison is NOT intended to be the conduit for information to or from the City. It is expected that organizations at the neighbourhood level such as BIAs or residents organizations continue to connect directly with relevant staff in planning, economic development or other relevant departments.

Please contact myself (8-7998) or Janice MacKenzie (8-6146), City Clerk, with any questions pertaining to this memo.

Regards,

A handwritten signature in black ink, appearing to read 'K. Leckovic', written in a cursive style.

Katrina Leckovic  
Director, Legislative Operations & Deputy City Clerk

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