

**From:** **"Mochrie, Paul" <Paul.Mochrie@vancouver.ca>**  
**To:** **"Direct to Mayor and Council - DL"**  
**Date:** 9/29/2023 4:00:57 PM  
**Subject:** Memo - Fall 2023 Civic Agency Recruitment  
**Attachments:** Memo for Mayor and Council - Fall 2023 Civic Agency Recruitment.pdf

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Dear Mayor and Council,

Please see the attached memo from Katrina Leckovic, City Clerk, in response to enquiries regarding Fall 2023 recruitment for Civic Agencies raised by Council members. A short summary of the memo follows:

- Applications to Civic Agencies are open until October 8, 2023
- Fall 2023 round of recruitment targets vacancies on Type A, B, C and External Civic Agencies

Please contact Katrina Leckovic, City Clerk, at [Katrina.leckovic@vancouver.ca](mailto:Katrina.leckovic@vancouver.ca) with questions.

Best,  
Paul

**Paul Mochrie (he/him)**  
City Manager  
City of Vancouver  
[paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̍əm (Musqueam), Snw̓x̓w̓ú7mesh (Squamish), and səlilwətaʔ (Tsleil-Waututh) Nations.

## MEMORANDUM

September 29, 2023

TO: Mayor and Council

CC: Paul Mochrie, City Manager  
Armin Amrolia, Deputy City Manager  
Karen Levitt, Deputy City Manager  
Maria Pontikis, Chief Communications Officer, CEC  
Teresa Jong, Administrative Services Manager, City Manager's Office  
Tina Penney, Director, Legislative Operations; Deputy City Clerk  
Lesley Matthews, A/Director, Business and Election Services & Deputy City Clerk  
Mellisa Morphy, Deputy Chief of Staff, Mayor's Office  
Trevor Ford, Interim Chief of Staff, Mayor's Office

FROM: Katrina Leckovic, City Clerk

SUBJECT: Civic Agencies – Fall 2023 Recruitment

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### PURPOSE

This memo responds to enquiries regarding Fall 2023 recruitment for Civic Agencies raised by Council members. Moving forward, City Clerk's Office will proactively inform Mayor and Council of upcoming Civic Agencies recruitment.

### BACKGROUND

On [February 14, 2023](#), Council approved the establishment of 11 "Type A" Civic Agencies (advisory to Council) and 4 "Type B" Civic Agencies (advisory to staff). Following 4 months of recruitment, Type "A" and "B" Civic Agencies commenced regular meetings in July 2023. After two months of regular meetings, positions have become vacant on Type "A" and "B" Civic Agencies due to resignations. Certain Type "A" and "B" Civic Agencies had remaining vacancies from the previous round of recruitment. In addition to the Type "A" and "B" Civic Agencies, this round of recruitment is directed at filling the vacancies on Type "C" (statutory) and External Civic Agencies, all of which have staggered term lengths.

### DISCUSSION

Applications to fill vacancies on Civic Agencies opened on September 18, 2023, and will close on October 8, 2023, allowing 3 weeks for applicants to apply. The full list of vacancies and the application form is available on the [public webpage](#) and listed below:

<b>Civic Agency</b>	<b>Vacancies (total)</b>
<b>Type A</b>	
Persons with Disabilities Advisory Committee	5
Urban Indigenous Peoples' Advisory Committee	5
Vancouver Food Policy Council	2
<b>Type B</b>	
Chinatown Historic Area Planning Committee	8
First Shaughnessy Advisory Design Panel	5
Gastown Historic Area Planning Committee	4
<b>Type C</b>	
Development Permit Board Advisory Panel	3
Public Art Committee	4
Urban Design Panel	5
Vancouver Civic Theatres Board	5
Vancouver City Planning Commission	5
Vancouver Heritage Commission	5
<b>External</b>	
Vancouver Public Library Board	6
YVR Environmental Advisory Committee	1

Below is the detailed timeline of the current recruitment round:

September 12 – October 8	Applications open (call for applications posted on the City of Vancouver social media)
October 9 – 18	Staff review
October 19 – November 6	Nomination Subcommittee review
November 7	Nomination Subcommittee meeting – recommendations made
November 14	In Camera Council meeting – appointments made
November 15	City Clerk's Office staff notify members

If you have any questions, please contact Ana Denissenko, Acting Manager, Civic Agencies, at [ana.denissenko@vancouver.ca](mailto:ana.denissenko@vancouver.ca).

Sincerely,



Katrina Leckovic  
City Clerk