

From: "Amrolia, Armin" <Armin.Amrolia@vancouver.ca>

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

Date: 8/14/2024 11:29:46 AM

Subject: Memo to Mayor and Council - Update on Civic Agency Committee Member training activities - RTS 15651 (2024-08-14)

Attachments: CCO - Memo to Mayor and Council - Civic Agency Training.pdf

Dear Mayor and Council,

Attached please find a memo from the City Clerk's Office to update on Civic Agency Committee Member training activities as previously mandated by Council motion.

Please reach out to Tina Penney, Deputy City Clerk if you have any questions.

Best,

Armin

Armin Amrolia - Deputy City Manager (she/her)
armin.amrolia@vancouver.ca

The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x̱m̱əθḵ'əy̱əm/Musqueam, Sḵw̱x̱w̱ú7mesh/Squamish and sə̱ilwətəl/Tsleil-Waututh nations

MEMORANDUM

August 14, 2024

TO: Mayor and Council

CC: Paul Mochrie, City Manager
Armin Amrolia, Deputy City Manager
Karen Levitt, Deputy City Manager
Sandra Singh, Deputy City Manager
Katrina Leckovic, City Clerk
Kevin Burris, Manager, Civic Agencies
Trevor Ford, Chief of Staff, Mayor's Office
Lisa Southern, Integrity Commissioner
Deanna Brummitt, Lawyer, Office of the Integrity Commissioner

FROM: Tina Penney,
Deputy City Clerk

SUBJECT: Council-Mandated Training for Civic Agencies – RTS # 15651

PURPOSE

This memo provides Mayor and Council with an update on annual Civic Agency training activities mandated by Council.

BACKGROUND

In response to the [Annual Report of the Office of the Integrity Commissioner](#) presented at the Standing Committee meeting of [April 26, 2023](#), Council endorsed the following recommendation (Appendix B – Excerpt):

2. *Require Advisory Board [Civic Agency] Members to complete a minimum of 4 hours of compulsory education on key topics of conflict of interest, Code of Conduct, and communications each year, with failure to complete to be reported in the Integrity Commissioner's annual report.*

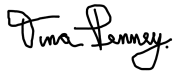
This compulsory education includes existing [Civic Agency training modules](#) available on the City's website, along with a series of four videos on anti-oppression and equity topics. In addition, the Integrity Commissioner's Office planned to develop specific modules focused on the Code of Conduct By-Law.

DISCUSSION

The Code of Conduct By-law modules are now available for Civic Agency members to complete at <https://resources.vancouver.ca/integrity-commissioner/code-of-conduct-training/>. All Civic Agency members will be notified of this update and reminded of the mandatory annual training requirement. Members will be asked to sign a declaration confirming their completion of the training, which will be used to report completion rates to Council as part of the Integrity Commissioner's annual report.

If you have any questions or concerns about Civic Agency training, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Tina Penney". The signature is written in a cursive, flowing style.

Tina Penney,
Deputy City Clerk
tina.penney@vancouver.ca