



Trans, Gender Diverse and Two-Spirit (TGD2S) Inclusion Advisory Committee

Terms of Reference

DIRECTION

- A.1** Staff are to create an advisory committee to advise and assist in the implementation of actions recommended within the [“Building a Path to Parks and Recreation for All: Reducing Barriers for Trans* & Gender Variant Community Members”](#) report.

Functions

- A.2** The principal functions of an advisory committee shall be:
- to assist in determining and evaluating report implementation initiatives;
 - to advise Park Board staff on matters referred to it by the Board, its Committees or staff;
 - to assist in promoting public awareness of Park Board TGD2S initiatives; and
 - to assist in outreach and engagement with the TGD2S communities.
- A.3** Advisory committee community representatives will be asked to provide advice and guidance within the scope of their individual expertise. The chief role of the TGD2S advisory committee is to advise and act as a communication link between the Vancouver Park Board and the Trans, Gender Diverse and Two-Spirit communities. A community representative is not expected to develop recreation programming, Park Board policy or to play an administrative role in implementing policy.
- A.4** Examples of what advisory committee community representatives may be asked to review and comment on include the following:
- Signage and literature;
 - Public spaces (including washrooms and change-rooms);
 - Human resource training and staff policies;
 - Programming; and
 - Collaborative public and community partnerships.

PROCEEDURES

Community Representatives

- B.1** The advisory committee community representatives will be composed of up to ten (10) members appointed by the Board. Community representatives will be chosen to provide expert advice and insight from an inclusive range of the TGD2S community which can include, but is not limited to:
- Gender spectrum representation;
 - Two-Spirit representation;
 - Culturally diverse representation;
 - Mix of social economic status;
 - Age representation;
 - Families and guardians; and
 - Cis allies.
- B.2** Community representatives are expected to possess an appropriate mix of:
- Community engagement;
 - Leadership;
 - Lived experience;
 - Knowledge: and
 - Personal attributes.
- B.3** One appointed community representative will serve as co-chair of the committee. Co-chair is chosen by the appointed community representatives. The co-chair responsibility is shared with a designated staff representative.

Selection of Community Representatives

- B.4** Applications are submitted by interested community members to the Vancouver Board of Parks and Recreation. Park Board Commissioners will be responsible for the appointment of community members. The Recreation Coordinator, Access and Volunteer Services will be responsible for writing the nominees to inform them of their selection.

Criteria for Selection

- B.5** Nominees must:
- represent as wide a range of relevant constituencies as is possible; and
 - be in a position to allocate time to fulfill committee obligations.

Terms of Membership

- B.6** The appointment is for two (2) years. Appointments may be renewed for up to three (3) terms of two (2) years and at least half of the experienced membership should be maintained at any time to provide continuity. After at least one year off the advisory committee a past community representative may reapply.
- Term appointments may be shortened to ensure that term end dates align with the end of elected Commissioners's terms.
 - Term appointments may be extended upon review by the General Manager or their designate if conditions warrant.

Remuneration

- B.7** Appointment of community representatives on the advisory committee is voluntary and without remuneration. Community representatives may, however, be reimbursed for expenses incurred as a result of carrying out the duties of the advisory committee provided that such expenditures have been pre-approved by the staff Co-Chair.

Staff Representatives

- B.8** The advisory committee staff representatives shall include, but is not limited to:
- One Park Board Commissioner, appointed by the Board, to act as a liaison;
 - One senior staff member, appointed by the General Manager, to act as a co-chair;
 - One additional staff member, appointed by the General Manager, to provide support and act as a resource to the advisory committee;
 - One liaison from the City of Vancouver Equal Employment Office;
 - One liaison from the City of Vancouver Real Estate Facilities Management; and
 - One liaison form the Vancouver Public Library.
- B.9** Park Board or City of Vancouver staff may be invited to attend the meeting as resource personnel when convenient or appropriate.
- B.10** The co-chairs have the responsibility of communicating with the committee's official staff liaison prior to all meetings in order to outline the agenda and discuss any other preparations for the meeting.

MEETINGS

C.1 Guidelines

- The Advisory Committee will meet for two (2) regular minuted meetings per year.
- The Advisory Committee will meet for up to four (4) working group meetings per year. Working group meetings are not minuted.

- Meeting days and times will be established after consultation with advisory committee members.
- Members are expected to attend the (2) regular meetings per year. If unable to attend, an alternate will not be required.
- If a member fails to attend two (2) Advisory Committee regular meetings, the General Manager may revoke the appointment unless such absence is authorized by the advisory committee.

C.2 Quorum

- A quorum of the minuted regular advisory committee meeting shall be a majority of the appointed community representatives (50% plus 1).
- If quorum is not reached within 30 minutes of the designated start time, the minuted regular meeting will be adjourned to a day and time determined by the co-chairs in consultation with the community representatives.

C.3 Experts, invited guests and public speakers and observers

- The Advisory Committee may require experts or other representatives to attend meetings as presenters, advisors, or observers due to their specialized knowledge or as part of another project mechanism. The Co-Chairs will approve such invitations in advance.
- Regular minuted meetings are open to the public who wish to speak to an agenda item or observe. Members of the public who do speak are limited to a five (5) minute presentation. Information on meetings can be obtained at vancouver.ca/tgvi

C.4 Operation

- Copies of the agenda and meeting minutes will be circulated to advisory committee members one week in advance of all meetings.
- The co-chairs shall preside over all advisory committee meetings and provide instructions to all sub-committee chairs.
- A staff member will be responsible for keeping meeting minutes.
- The advisory committee has the authority to create sub-committees to explore and address specific issues and to report back to the Advisory committee. Sub-committee membership is open to community members, appointed community representatives, and staff representatives.

C.5 Accountability

- Advisory committee members will be expected to declare any real, apparent, or perceived conflict of interest in matters/issues which may result in financial gain or personal benefit (and refrain from participating in the corresponding discussion).
- Advisory committee members will be expected to maintain confidentiality in circumstances where confidential matters are subject to deliberation.
- Advisory committee members will be expected to act in a respectful manner towards committee members, staff and guests.
- Advisory committee members will be expected to direct all media inquiries to the Committee Co-Chairs and the staff liaison
- Advisory Committee members are to abide by the City of Vancouver Code of Conduct. <http://vancouver.ca/files/cov/boards-committees-code-of-conduct.pdf>

C.6 Reporting Relationship & Communication

- The Advisory Committee will report through the Co-Chairs to the Park Board.

C.7 Decision-Making Process

- Members of the Advisory Committee shall strive for consensus.

C.8 Termination

- Advisory committee community representative may resign at any time with one month's written notice submitted to the co-chairs.
- The Board may at any time, by a majority vote of its members, revoke the appointment of an advisory committee community representative.
- In the event of a resignation or the revoking of a community representative's appointment the Board or the advisory committee can request that a new community representative be selected, according to the process noted in B.1 - B.5, to serve out the remainder of a term.

REVIEW OF THE ADVISORY COMMITTEE

- D.1** The General Manager, or their designate, and the Chair of the Board, or their designate, will review the Advisory Committee's mandate, activities, terms of reference, and relevance on a regular basis to ensure that it continues to meet ongoing needs. Recommendations for improvement will be considered on an ongoing basis. The Board retains the right to dissolve the Advisory Committee following any such review.