

Guidelines for Advisory Bodies



Prepared by: City Clerk's Office
City of Vancouver

Updated: May 2019

Contents

Purpose of the Guidelines	1
How the City Works.....	1
Advisory Body Role and Responsibilities.....	1
Advisory Body Structure	2
Roles and Responsibilities – Members, Staff and Councillors.....	2
Meeting Types.....	4
Regular Meetings.....	4
Special Meetings	4
Sub-Committees and Working Group Sessions	5
Meeting Procedures	5
Quorum	5
Attendance	5
Resignations.....	6
Agendas	6
Motions.....	7
Speaking and Debate	7
Voting Procedures	8
Minutes.....	8
Follow-up after Meetings	9
Annual Reporting Requirements	9
Code of Conduct	10
Conflict of Interest	10
Communications – Internal and External	11
Communicating with Mayor and Council	11
Communicating with Members and Other Advisory Bodies.....	11
Communicating with External Agencies	12
Communicating with the Public.....	12
Website and Social Media	13
City of Vancouver Website.....	13
Web Content Responsibilities	13
Social Media	14

Media Relations 15

 With Consensus of the Advisory Body 15

 Without Consensus of the Advisory Body 15

 Issuing a Media Release..... 15

Confidentiality..... 16

Recruitment..... 16

Links to Important Advisory Body Resources 17

Purpose of the Guidelines

These guidelines are applicable to all advisory bodies, including advisory committees and their members. They are to be used in conjunction with the [Vancouver Charter](#), [Procedure By-law](#), and [Code of Conduct](#), applicable Council resolutions and any additional legislation specific to the advisory body. These documents explain the rules on matters such as advisory body roles and responsibilities, code of conduct, meeting procedures and media protocol. Additional information pertaining to each agency is available on the City of Vancouver website at: <http://vancouver.ca/your-government/advisory-boards-and-committees.aspx>.

How the City Works

City Council

City Council is the main governing and legislative body of the City of Vancouver and is made up of the Mayor and 10 Councillors who are elected at large for a four-year term. Elected officials receive input from members of the public (some who serve on advisory boards and committees) and staff (who work in specialized areas) to shape decisions and plans.

Public Service

The City benefits from the administrative and technical expertise of a core of public service professionals. City staff provide professional advice to Council. Staff also implement Council decisions fairly and effectively through providing services to the public and enforcing the rules established by Council. City staff report on municipal operations, prepare the budget, flag emerging issues and align City resources to support Council's decisions.

Members of the Public

A member of the public is defined broadly as a resident, voter, taxpayer or service recipient. They may sit on one of the City's advisory bodies or provide input during public consultation and the decision-making process of public hearings, the budget, developments, programs, policies and services. There is a broad spectrum of direct and indirect ways that the public may be involved and contribute to civic issues, one of which is serving on an advisory body.

Advisory Body Role and Responsibilities

An advisory body's role is to provide recommendations, advice and information to City Council and staff on those matters which relate to the mandate of the advisory body and on any matters which may be referred to the agency by Council or staff. Advisory bodies play an integral role in the City's public engagement efforts by focusing on a particular topic that has an impact on the City of Vancouver and its people. They are often asked by staff to provide early feedback on specific projects and initiatives and work within their

terms of reference or mandate. Information about each advisory body’s terms of reference/mandate is available on the [City of Vancouver website](#).

Advisory Body Structure

Each advisory body is assigned at least one non-voting City Council liaison and may also be assigned Park and School Boards liaisons, depending on the agency’s mandate. Advisory bodies are also assigned a staff liaison to provide information and advice on City programs and work that is relevant to the mandate and Work Plan of the advisory body. Administrative support is provided by the City Clerk’s Office for formally convened, official meetings (i.e. regular meetings) and properly convened special meetings. On occasion, administrative support is not provided by the City Clerk’s Office but is assigned to another City department.

Roles and Responsibilities – Members, Staff and Councillors

The following tables provide an overview of the roles and responsibilities of key groups involved with advisory bodies.

Advisory Bodies and their Members
<ul style="list-style-type: none"> • Elect a Chair and Co-Chair, if applicable, at the first meeting of the year • Represent community interests • Be informed – read agenda packages • Make recommendations to City Council or staff in a collective manner; all members have equal voting rights • Arrange and coordinate external presentations and communications • Follow City policies related to conduct • Participate in administrative support of the advisory body’s regular business, projects or research undertaken by the advisory body that are not part of the Meeting Coordinator’s role • Take any additional notes at committee meetings that will not be included in the “decision-based” minutes produced by the Meeting Coordinator (or departmental staff member responsible for minute taking) • Prepare and distribute agendas for non-official meetings (working sessions and subcommittee meetings) • Manage correspondence, emails and any documentation related to the advisory body • Follow City guidelines for the submission of content for Vancouver.ca committee pages and in the use of social media accounts • Follow guidelines for sending letters to City Council and external agencies including writing the content • Monitor the progress of Council motions • Develop an annual Work Plan at the beginning of each year

- Develop an annual Report of Activities at the end of each year
- Maintain financial information and bank accounts (if applicable)

Advisory Body Chairs/Co-Chairs

- Preside over and maintain order at advisory body meetings
- Provide each member with an opportunity to submit individual opinions
- Work with Meeting Coordinators and/or staff to draft an agenda prior to each meeting (see Agenda section on page 5 for requirements)
- Ensure a member is not present for any part of the meeting where a conflict of interest is declared during which the matter is under consideration
- Manage discussion times for agenda items during meetings to keep within the 2 hour time allotment for regular meetings

City Council (and Board) Liaisons

- Act as non-voting liaisons to agencies and attend meetings as regularly as their schedules permit
- Provide an information and liaison role between City Council and the advisory body
- Ensure that the advisory body's work falls within the mandate of City Council
- Provide advice and information on City Council, Park Board and School Board policies and activities respecting the advisory body
- Carry advisory body ideas and perspectives to the elected bodies for consideration in their deliberations

Staff Liaisons

- Act as non-voting liaisons to the agencies
- Provide information and background on City programs, services and projects
- Review draft motions from the Committee
- Seek advisory body input and ideas for proposed programs, services or initiatives
- Do not receive direction from advisory bodies

Meeting Coordinator/Departmental Staff Administrative Support

- Establish a meeting schedule for the year/term, including room and equipment bookings
- Attend official pre-scheduled advisory body meetings and special meetings (not sub-committee or working group meetings)
- Maintain a record of attendance
- Prepare and distribute meeting agendas and “decision-based” minutes
- Provide documentation and advice regarding relevant legislation and meeting procedures
- Post the meeting schedule, agendas and minutes as well as a list of members and other relevant material on the City of Vancouver website
- Forward correspondence and emails received by the City Clerk’s Office to advisory body members for their information or follow-up
- Provide templates for reports and memorandums to City Council and for external correspondence
- Do not receive direction from advisory bodies

Meeting Types

There are three meeting types that apply to advisory bodies: regular, special and sub-committee or working group sessions, which are described further in this section.

Regular Meetings

An annual regular meeting schedule is prepared by the Meeting Coordinator at the beginning of the year and posted to the advisory body website. Official motions and resolutions of an advisory body can be considered at a regular meeting. Members of the public are welcome to attend regular meetings (unless the meeting is closed to the public as outlined in the Vancouver Charter), but should remain in the gallery and only speak to matters if addressed by the Chair. Regular meetings are supported by a Meeting Coordinator.

Special Meetings

Advisory bodies may request a special meeting in order to address urgent business. A special meeting may be called by the Chair of the advisory body or by a majority of agency members by written notice to the City Clerk briefly describing the nature of the business to be transacted; only the special business described in the notice may be considered at the special meeting. Official motions and resolutions of an advisory body can be considered at a special meeting. Members of the public are welcome to attend special meetings (unless the meeting is closed to the public as outlined in the Vancouver Charter), but should remain in the gallery and only speak to matters if addressed by the Chair. Special meetings are supported by a Meeting Coordinator.

Sub-Committees and Working Group Sessions

At the beginning of the year, when developing Work Plans, or as needed the advisory body may establish sub-committees and working groups to help complete the agency's objectives. Sub-committees and working groups can include some or all of the advisory body members. Members of the public may be invited by the advisory body to participate on a sub-committee, but such sessions are informal and not open to the public. Sub-committees and working groups report out to the advisory body and do not make independent decisions or take action that is not agreed upon by the advisory body at a regular meeting. Sub-committee meetings and working group sessions are informal and are not supported by a Meeting Coordinator.

Meeting Procedures

The [Vancouver Charter](#) and [Procedure By-law](#) are the primary reference documents for meeting procedures. Where the Vancouver Charter or Procedure By-law does not answer a question about procedure, the most recent edition of Robert's Rules of Order is to apply. The procedures are important for advisory bodies to deal with one matter at a time and to give everyone equal speaking and voting rights. This section provides an overview of often used meeting procedures.

Quorum

Definition & Function: Quorum is the minimum number of members of a specific group required to be present at a meeting for that group to conduct business at a meeting. For an advisory body, quorum is usually a majority of appointed voting members (e.g. 8 out of 15 appointed members). Some advisory bodies may have additional rules regarding quorum as set out in a by-law, a terms of reference, the [Vancouver Charter](#) or other guiding legislation.

Members unable to attend the meeting in person may phone in, but this does not count towards quorum or voting.

Call to Order: The Chair calls the meeting to order when there is a quorum in the room. If, within 30 minutes after the meeting is to start quorum is not met, the Meeting Coordinator takes attendance, records the result in the minutes and declares the meeting cancelled. The advisory body, by consensus, can agree to continue the meeting informally without the presence of a Meeting Coordinator, but motions cannot be passed at these meetings.

Meeting Cancellation due to Lack of Quorum: The Chair and the Meeting Coordinator can cancel a meeting in advance if quorum will not be met. It is important for advisory body members to let the Chair and Meeting Coordinator know if they are unable to attend a committee meeting as soon as possible.

Attendance

Leave of Absence: Leave of absence requests for advisory body members must be submitted to the Meeting Coordinator in advance of a regular meeting. It is suggested

that such requests be submitted by 3 pm the day before the meeting in order to be considered at the meeting so that the meeting may be cancelled if the committee will not have quorum. At the meeting, the Chair will ask the committee to consider and vote on the request.

Sick Leave: Sick leave is considered an automatic leave; however, advisory body members are required to notify their Meeting Coordinator prior to the meeting of such absences. Notification after the meeting will be recorded as an unapproved leave of absence.

Attendance Policy: Advisory body members shall be deemed to have resigned their appointments if they are absent from two consecutive official (regular or special) meetings without an approved leave of absence from the advisory body.

Resignations

Advisory body members wishing to resign their appointment mid-term shall submit their resignation in writing to the City Clerk. The City Clerk's Office may then initiate filling the vacancy.

Agendas

Distribution: An agenda constitutes notice of all business which the advisory body is to conduct at the meeting. Regular meeting agendas are finalized with the Chair or Co-Chairs and submitted to the Meeting Coordinator approximately two weeks before the meeting, using a standardized agenda template. Approximately one week before the meeting, the Meeting Coordinator uploads the agenda to the City of Vancouver website. The Meeting Coordinator then sends an email with links to the agenda and previous meeting minutes to the advisory body members and Council and staff liaisons. Supporting documents for agenda items are included as attachments in the email.

Motions on agendas: Where possible, motions for ratification at Regular Meetings should be submitted to the Meeting Coordinator a minimum of one week in advance of the meeting. These motions should be reviewed, as appropriate, and largely finalized before submission. Substantive motions (i.e. that impact City business, projects, or other work) should be discussed with the staff liaison(s) before submission to the Meeting Coordinator.

New Business: Following distribution of the agenda, additional agenda items can be submitted at the meeting as "New Business" which takes place at the end of the agenda. Matters that are not considered urgent by the advisory body shall be listed on the agenda for the next meeting. Adoption of the agenda at the meeting is not necessary.

Vary Agenda: Sometimes there is a need to vary the order of the agenda at the meeting. The order of the agenda can be varied but requires at least a two-thirds vote of those present at the meeting (for example, 7 members out of 10 members present). The variation is noted in the minutes which are then recorded either numerically or chronologically, at the discretion of the Meeting Coordinator.

Working Sessions & Sub-Committees: The committee members are responsible for producing and distributing agendas for working sessions and sub-committee meetings.

Motions

Motions are Decisions: Decisions of the advisory body are made in the form of a motion after debate by all agency members. Most advisory body motions require a majority vote of voting members present at the meeting (for example, 6 members out of 10 members present). There are instances where the vote may require a two-thirds majority or a unanimous vote of those present. Rules regarding motions are available in Section 9 of the [Procedure By-law](#).

Motions should be:

- in order, i.e. within the scope of the advisory body's terms of reference;
- stated in the positive, not the negative;
- clear, succinct, actionable and voted on with either 'in favour' or 'opposed';
- clearly stated by the mover (written); and
- clearly restated by the Chair.

Motions from Working Sessions/Sub-Committees: If a motion is generated from a working group session or a sub-committee, it must be ratified at a regular meeting. These motions should be mostly finalized and submitted to the Meeting Coordinator a minimum of one week before the meeting.

For urgent (e.g. – time-sensitive) matters, the Chair can request a special meeting to consider the urgent business.

Meeting Follow-up: Following the meeting, motions from the meeting are distributed to the City Manager, Council liaison(s) and staff liaison(s). Depending on the nature of a motion, Council, the City Manager, and/or staff may take action related to the motion. See the section on Minutes for more information.

Speaking and Debate

Role of the Chair: The meeting Chair is responsible for the good conduct of the meeting and for supporting all members to participate in the discussion. All members should share meeting time appropriately and make sure decisions are made fairly. If one member is dominating discussion, the Chair may request input from other members or conduct a roundtable poll of opinion.

Meetings Open to the Public: All meetings are open to the public unless it is required that a closed (in camera) meeting be held. Your Meeting Coordinator can advise on the rules pertaining to closed meetings. If a member of the public attends a meeting and would like to speak, they can make a request to the Chair and the advisory body members decide if it is appropriate to hear the speaker.

More Information: The City's [Procedure By-law](#) and Robert's Rules of Order provide excellent information on how to conduct and participate effectively in meetings. Your Meeting Coordinator can also provide advice and guidance on meeting procedures.

Voting Procedures

Advisory body members must follow specific voting rules. Information regarding voting procedures is available in the [Procedure By-law](#) and the [Vancouver Charter](#). Below is a summary:

- Motions must be moved and seconded.
- A main motion is used to present new business. Approval generally requires a majority vote which is 50 percent plus one of those who are present at the meeting. The main motion may be passed, lost (defeated), or amended.
- Amendments are proposed changes to the main motion or another amendment. There may only be one amendment to the main motion and one amendment to the amendment. Amendments only require a majority vote to adopt. If the amendment is adopted, the proposed change becomes part of the pending motion.
- A two-thirds vote requires two-thirds of those present at the meeting to vote in the affirmative. Examples of scenarios that require a two-thirds vote include varying the order of the agenda, overruling a decision of the Chair, and rescinding a motion approved at a previous meeting.
- Abstaining from the vote is registered as an affirmative vote.
- A tie vote is considered a lost vote.

Conflict of Interest: if a member wishes to declare a Conflict of Interest, after the Chair has introduced the item, they should rise, state the nature of the conflict, and leave the room. They can return when discussion and decision on the item is complete. See the section below on "Conflict of Interest" for more information.

Minutes

Type of Minutes: "Decision-based" minutes are produced by the Meeting Coordinator in keeping with City practice for regular and special meetings only. This means that each agenda item will appear in the minutes with a title, a one or two sentence description of what took place, and any approved motions or actions. If details are needed for reference, an advisory body member must take detailed notes.

Distribution: The minutes of the meeting are provided to the Mayor and City Council, and advisory body members by email. Minutes are posted on the City's website and the approval of the minutes is recorded at the next official meeting. Only minutes of regular or special meetings are approved and form part of the official record.

Working Sessions/Sub-Committee Notes: Minutes or notes taken from working group sessions, sub-committees or other informal meetings shall not be approved at a formal meeting of the advisory body and are not posted on the City's website.

Amending the minutes: Amendments to the minutes are limited to corrections of factual errors or incomplete information only. Amendments should not significantly alter the way the minutes are written or result in minutes that stray from City Clerk's Office minute-taking standards.

Follow-up after Meetings



Annual Reporting Requirements

Advisory bodies are required to produce a *Work Plan*, present accomplishments and progress to date at the annual *Council of Councils* event, and an annual *Report of Activities*. These reports must be completed, using the supplied templates, by the annual deadlines.

Work Plan:

The *Work Plan* must include: up to five specific objectives, descriptions for each objective, target start and completion dates, an action plan, resources required to complete the objective, expected outcomes, and a list of any stakeholders that will be integral to accomplishing the objective. The *Work Plan* should be completed in consultation with Council and staff liaisons. The advisory body's Meeting Coordinator will provide a template for work plan development. The *Work Plan* must be approved by the committee by the annual deadline. Once submitted, the *Work Plan* will be posted to the advisory body's website with website links provided to City Council.

Council of Councils:

Once a year, each advisory body presents their accomplishments for the year past and goals for the year to come to an audience composed of other advisory bodies' members, staff and City Council. The advisory body creates a committee poster which

must include: the advisory body's mandate, the year's objectives, accomplishments and future goals. Your Meeting Coordinator will provide a committee poster template which must be completed by the annual deadline. Once submitted, the committee poster will be posted to the advisory body's website, website links provided to City Council and will be up on display for the Council of Councils event.

Report of Activities: The annual *Report of Activities* describes the advisory body's accomplishments for the year, including reference to each objective set out in the *Work Plan* and notes arising issues to which the advisory body has responded. Your Meeting Coordinator will provide a *Report of Activities* template which must be completed by the annual deadline. Once completed, the report will be reviewed by the City Manager and forwarded to City Council for their information.

Code of Conduct

Advisory bodies and their members are covered by the City of Vancouver's [Code of Conduct](#) policy, a corporate policy that sets out expected conduct for staff, elected officials and advisory body members. The Code provides important information for advisory body members on general conduct at meetings (section 2), the handling of information (section 3), conflict of interest (section 4), as well as personal gifts and benefits (section 6). The Code of Conduct policy may be accessed online at: <http://vancouver.ca/files/cov/boards-committees-code-of-conduct.pdf>.

Conflict of Interest

Definition: A conflict of interest occurs when a person or group is involved in different activities, one of which could possibly compromise the motivation for an act in another.

When to declare: Members must declare a Conflict of Interest when there is a direct or indirect pecuniary interest (financial interest) in the matter or another interest in the matter (typically a personal relationship) that constitutes a conflict of interest.

How to declare: A member who declares a conflict of interest must rise, state the nature of the conflict, and leave the room and not re-enter until the agenda item has been completed. The Chair must ensure the member is not present for any part of the meeting during which the matter is under consideration. The Meeting Coordinator must record the member's declaration relating to Conflict of Interest, the reasons given for it, the time of the member's departure from the meeting room and, if applicable, the time of the member's return. Please review section 145.2 of the [Vancouver Charter](#) and section 4 of the [Code of Conduct](#) Policy for more information relating to conflict of interest.

Advisory Body members and running for office:

An advisory body member is not generally required to resign if they choose to run for office in an election. The advisory body Chair does not have to step down from the position if they are running for office.

Members running for office should be aware of the potential for conflict of interest and make decisions accordingly on their attendance and membership on the advisory body.

Members who are running for office should not use contact information of other members to engage in election activities without the members' explicit permission. City distribution lists may not be used for election activities.

If you are running for office, and are uncertain about declaring conflict or other related matters, contact the Meeting Coordinator.

Communications – Internal and External

Communicating with Mayor and Council

Part of an advisory body's role is to provide recommendations, advice and information to Mayor and Council. Advisory bodies may submit a letter to Mayor and Council using the following process:

1. Pass a motion at a formal meeting of the advisory body expressing the agency's desire to send correspondence to Mayor and Council including an indication of the content of the letter.
2. The Chair/Co-Chair and/or other agency members draft the letter/memo. The Meeting Coordinator is unable to provide clerical support.
3. The content of the letter is sent via email to the agency's Meeting Coordinator who will insert the content into a City of Vancouver template and distribute the document accordingly. The City Clerk must be copied on all letters to Mayor and Council.

Note: It is important that advisory bodies follow this process so that correspondence is saved by City staff in the appropriate file.

Communicating with Members and Other Advisory Bodies

Members can use their advisory body's distribution list (managed by your Meeting Coordinator) to send a message to agency members, staff support and the City Clerk's Office. This address is for advisory body work only. Advisory body members will also be provided with individual email addresses and phone numbers for all members and staff and Council liaisons. This list is for member use only and must not be shared. Please let your Meeting Coordinator know of any changes to your contact information.

Advisory bodies are encouraged to work together. Committee Chairs are connected to each other through shared contact information and meetings of the Chairs. You are also encouraged to attend other committee meetings, as a member of the public or participate through joint meetings of advisory bodies.

Communicating with External Agencies

Advisory bodies may write letters to external agencies using the following process:

1. Pass a motion at a formal meeting of the advisory body expressing the agency's desire to send correspondence to an external agency including an indication of the content of the letter.
2. The Chair/Co-Chair and/or other agency members draft the letter/memo. The Meeting Coordinator is unable to provide clerical support.
3. The content of the letter/memo is sent via email to the agency's Meeting Coordinator who will insert the content into a City of Vancouver template and distribute the document accordingly. All correspondence to external agencies must note that the comments being made are not on behalf of the City of Vancouver. The City Clerk must be copied on all letters to external agencies.

Note: It is important that advisory bodies follow this process so that correspondence is saved by City staff in the appropriate file.

Communicating with the Public

Members of the public are entitled to attend advisory body meetings, unless the meeting is closed to the public under section 165 of the *Vancouver Charter*. Your Meeting Coordinator can advise on the process to hold a closed (in camera) meeting. Members of the public can also keep informed through the City's website and through an advisory body's social media page.

Email Privacy and Information Sharing

The Freedom of Information and Protection of Privacy Act of British Columbia (FIPPA) allows applicants to request records in the care and custody of the City of Vancouver. Advisory bodies members are reminded that FIPPA applies to all email correspondence related to City business, including those records sent to and / or received from personal email accounts. Until the City has arranged for corporate email accounts for advisory bodies, members are asked to maintain and secure all advisory body records separately from their personal records.

Each member is responsible for transferring and storing all correspondence related to their work on advisory bodies, from their personal email account onto a secured computer drive during the course of their appointment. Once transferred, the records should be deleted from the members' personal email inbox. At the end of their advisory body term, members are required to remove and return all saved advisory body records to the City.

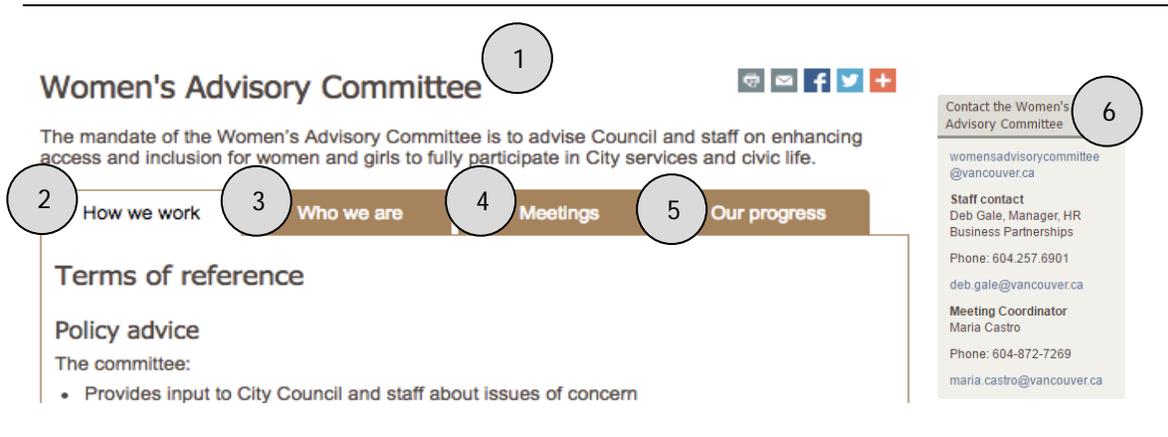
Website and Social Media

City of Vancouver Website

The [City of Vancouver website](#) is the go-to digital source for all City information. City staff are responsible for web and social media content and are available to work with committees to ensure helpful, informative content is available.

[Committee webpages](#) provide the following information (see example below):

1. *Introductory page* - provides an overview of the advisory body
2. *'How we work' tab* - provides a brief summary of the agency's terms of reference
3. *'Who we are' tab* - provides membership details and a list of all current members
4. *'Meetings' tab* - lists all upcoming and past meeting dates and includes links to agendas and minutes
5. *'Our progress' tab* - provides a summary of the agency's annual Work Plan and progress reports, with links to important agency documents
6. *'Contact information' side bar* - lists staff and Meeting Coordinator contact information and may include applicable social media channels



Web Content Responsibilities

City staff and advisory body members are responsible for Vancouver.ca web content as follows:

- The [City Clerk's Office](#) is responsible for posting meeting agendas and minutes to the agency websites as well as assisting with general information on advisory body web pages.
- [Advisory body members](#) are responsible for providing content to the City Clerk's Office for any updates on the "Our Progress" tab of their web page. It is the responsibility of the agency members to ensure that content is appropriate, accurate and current. The "Our progress" tab is the place to provide an overview

of the agency's annual Work Plan and to inform the public about the agency's current activities. These posts should be concise. Committees may submit their Work Plan web content to their Meeting Coordinator or staff liaison who will forward the material for review to the appropriate manager for review.

Social Media

Advisory bodies, with the permission of Corporate Communications, may start and manage a City of Vancouver affiliated Facebook or Twitter account. Social media accounts can help your agency engage members of the public on topics within your mandate.

Before setting up a social media account the advisory body must:

1. *Identify the Purpose and Goals for Using a Social Media Channel*

Consider the following questions: what are you going to talk about, who are you trying to reach, who will be posting content and how often, how are you going to promote your channel? A form has been created to help you determine if a social media account is right for your agency:

<http://vancouver.fluidsurveys.com/s/Socialmediaquiz/>

2. *Read the City of Vancouver Social Media Handbook*

Read the Social Media Handbook and sign the *Social Media Practitioner Responsibilities Statement of Acknowledgement Form*, both of which outline what is expected for City of Vancouver social media account users.

3. *Contact the Social Media Strategist*

Book an appointment to discuss account set-up via social.media@vancouver.ca. All social media accounts must be set up through Corporate Communications to maintain administrative access and ensure that account access is transferred when agency members change.

Once your site social media channel is set-up:

1. *Post Information to your Site*

Social media accounts will be set up and promoted on vancouver.ca by the City of Vancouver Corporate Communications team. The Corporate Communications team will not post on behalf of the Committees but will provide initial orientation and guidance, and the "keys" to the account to the designated advisory body members to manage responsibly.

2. *Review and Monitor Posting*

Although advisory body members are not City of Vancouver staff, they are part of the City of Vancouver family, and are therefore expected to follow City standards for posting and managing online channels.

3. *Ask Questions*

If you would like additional information or have questions, please email the Social Media Strategist at social.media@vancouver.ca

Media Relations

Advisory body members may speak publicly on behalf of the committee; however, there are procedures in place depending on whether a member speaks with or without consensus of the advisory body.

With Consensus of the Advisory Body

If the media approaches a member of an advisory body for comment, the member should refer the reporter to the Chair (or Vice-Chair if the Chair is unavailable). Advisory body members may speak publicly on behalf of the advisory body, but must have consensus of the advisory body. Members must let the City's Corporate Communications group know about the interaction with media. This can be done by email to media@vancouver.ca or by phone 604-871-6336. Please state the topic(s) discussed and the media outlet in your message to Corporate Communications.

Without Consensus of the Advisory Body

If an advisory body member wants to express an opinion publicly *without* consensus, he/she must **not** identify themselves as a member of the advisory body. It must be made clear before any statement is given that the member is not speaking on behalf of the committee.

Issuing a Media Release

Advisory bodies may issue a media release using the following process.

To issue a media release:

1. Contact Corporate Communications to advise whether your topic is newsworthy (media@vancouver.ca). The issuing of frequent, non-newsworthy media releases would lead to loss of credibility.
2. Pass a motion to issue a media release, including a brief description of the committee's statement, at a formally convened regular or special meeting.
3. Draft the media release and send to your Meeting Coordinator who will include a disclaimer that the advisory body is not expressing views on behalf of the City. The City emblem may not be used on media releases issued by an advisory body. Include a contact name and telephone number. Corporate Communications staff can provide assistance regarding the distribution of a media release.

4. The Meeting Coordinator will format the media release and send to Corporate Communications (media@vancouver.ca) for distribution, copying the City Manager's Office and the City Clerk's Office.

***Please note: At any time, a view expressed by an advisory body member must be made clear that they are not expressing a view on behalf of the City.*

Confidentiality

Advisory body members' personal contact information is considered confidential. Membership lists containing personal contact information are only accessible by agency members and City staff. If a member of the public wishes to speak to an advisory body member, the Meeting Coordinator provides the inquirer's contact information to the advisory body member for a direct response.

Recruitment

Advisory bodies are established by City Council through by-law or resolution. The by-law or resolution sets out various requirements for advisory bodies and their members including the length of term, mandate and committee member composition. The appointment of civic members to each advisory body shall meet the composition objectives set out in the Diversity on Advisory Bodies policy. Appointments to advisory bodies are made by City Council for the term specified by Council. Information on the current advisory committee term is available on the City's [website](#) under each committee's "Who we are" tab.

Recruitment Process

The recruitment process occurs at the beginning of each Council term, at the end of the advisory body term, and occasionally as member vacancies arise. Recruitment begins with advertisement of committee vacancies. Advertisements are posted on the City's [website](#) and in local papers. A deadline for applications is included in the advertisements. Once the deadline has passed, staff review all of the applications to check that applicants meet the eligibility requirements as set out in the advertisement. The applicants that meet the eligibility requirements are forwarded on to the Nomination Sub-Committee which is comprised of Mayor and Council. The Nomination Sub-Committee evaluates each application and makes a recommendation to City Council. City Council will then consider the Nomination Sub-Committee's recommendations and make a final decision on committee member selection.

All current members and any new applicants are welcome to (re)apply to be on an advisory committee, subject to the terms of reference of the committee. Additional information about the advisory body recruitment process is available on the City's website under '[Join an agency, board, or committee](#)'.

Links to Important Advisory Body Resources

- Code of Conduct Policy: <http://policy.vancouver.ca/AE02801.pdf>
- Procedure By-law: <http://former.vancouver.ca/by-laws/9756c.PDF>
- Vancouver Charter: <http://vancouver.ca/your-government/the-vancouver-charter.aspx>
- Advisory Bodies: <http://vancouver.ca/your-government/advisory-boards-and-committees.aspx>
- Diversity on Advisory Bodies Policy: <https://policy.vancouver.ca/COUN004.pdf>