



## NOTICE OF MEETING

### RACIAL AND ETHNO-CULTURAL EQUITY ADVISORY COMMITTEE

#### AGENDA

**DATE:** Thursday, July 15, 2021

**TIME:** 5:30 pm

**PLACE:** WebEx Online

**PLEASE NOTE:**

- *If you are unable to attend this meeting, please advise Anthony Grzegorzewski at 604.871.6355 or e-mail [anthony.grzegorzewski@vancouver.ca](mailto:anthony.grzegorzewski@vancouver.ca).*
  - *Agendas and Minutes are available on the City of Vancouver civic agencies' web site at: <http://vancouver.ca/your-government/advisory-boards-and-committees.aspx>*
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#### **Welcome/Introductions**

**5:30 – 5:50**

Meeting Coordinator will call the meeting to order and acknowledge we are on the unceded territories of the Musqueam, Squamish, and Tsleil-Waututh Nations.

#### **Leave of Absence Requests**

**5:50 – 5:55**

#### **1. Chair/Vice-Chair Election**

**5:55 – 6:15**

Members will be informed of the responsibilities of the Chair, and will have an opportunity to nominate themselves or others for Chair and Vice-Chair roles. If the election is contested, the Meeting Coordinator will conduct a secret ballot via email. The elected Chair will immediately assume the Chair of the meeting. A selection from the Procedure Bylaw outlining Chair responsibilities is appended to this Agenda.

## **2. Roles and Responsibilities**

**6:15 – 6:45**

Committee roles and responsibilities will be reviewed. Liaisons (Council, External, and Staff) will introduce themselves and provide brief overviews of any programs, policies, or initiatives, relevant to the Committee. A memorandum on Council Liaison roles is appended to this Agenda.

## **3. Work Plan Discussion**

**6:45 – 7:25**

The Committee, with information and guidance from Liaisons, will discuss the development of a Work Plan. Please note, the Committee is not expected to finalize a Work Plan in this meeting, but rather begin development for approval at a future meeting. An example of a completed Work Plan is appended to this agenda. Committee members can also discuss the (re)establishment of Subcommittees.

## **4. New Business**

**7:25 – 7:30**

This item provides space for any announcements or other pertinent information from Committee members.

## **ADJOURNMENT**

### **Next Meeting:**

DATE: Thursday, September 9, 2021  
TIME: 5:30 pm  
PLACE: WebEx Online

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3.13 The City Clerk may correct errors in grammar, spelling, and punctuation in the minutes or may insert words necessary to the meaning or continuity of a sentence, but must not make any other change to the minutes which would alter or affect, in a material way, the actual decision made by Council.

#### **Recording meetings in Council Chamber**

3.14 The City Clerk may make a video or audio recording of all Council, standing committee and special Council meetings held in the Council Chamber, and the recording:

- (a) will be posted on the City's website as soon as practicable following the meeting that has been recorded;
- (b) will be posted on the City's website for a period of four years; and
- (c) may be removed from the City's website four years after the date the recording was posted, and, if removed thereafter made available to the public through the City of Vancouver Archives.

#### **Recording meetings outside Council Chamber**

3.15 The City Clerk may record meetings of Council held at locations other than the Council Chamber, by whatever method is practicable.

### **PART 4 ROLE OF THE CHAIR**

#### **Chair of Council and special Council meetings, and public hearings**

4.1 The Chair of a Council meeting, special Council meeting or public hearing is:

- (a) the Mayor;
- (b) in the absence of the Mayor, the Acting Mayor;
- (c) in the absence of the Mayor and Acting Mayor, the Deputy Mayor; and
- (d) in the absence of the Mayor, Acting Mayor and Deputy Mayor, the Council member chosen to act as Chair as the first item of business following roll call, except that if the Mayor, Acting Mayor or Deputy Mayor joins a meeting in progress, the Chair for the remainder of the meeting is the Mayor, Acting Mayor or Deputy Mayor in accordance with the provisions of this section 4.1.

#### **Chair of standing committee**

4.2 The Chair of a standing committee meeting is to be:

- (a) a member of that committee appointed by Council annually to be the Chair; or

- (b) in the Chair's absence, a member of that committee appointed by Council annually as the vice-chair;

but in the Chair's or Vice-Chair's absence when the City Clerk calls the meeting to order, the standing committee may choose a member of that committee to serve as the Chair, as its first item of business after roll call.

### **Chair's status in debate and Council member's motions**

#### **4.3 The Chair must not:**

- (a) speak, ask questions, or make motions about a matter under debate;
- (b) introduce, speak, ask questions, or make motions to their own Council member's motion;

without relinquishing the chair to the person next entitled, under section 4.1, to assume the chair.

### **Chair to maintain order**

#### **4.4 The Chair of a meeting:**

- (a) must maintain order and decorum;
- (b) must determine which Council member has a right to speak;
- (c) must rule on Points of Order or Questions of Privilege;
- (d) may call a Council member to order if, in the opinion of the Chair, it is necessary to do so; and
- (e) may expel a Council member from a meeting if, in the opinion of the Chair, the Council member is in breach of the rules of conduct set out in sections 6.1 or 6.2.

### **Procedure for deciding on point of order**

#### **4.5 When the Chair is called upon to decide a point of order:**

- (a) the Chair must consider the point immediately;
- (b) the Council member must state the point of order that has been breached, without comment or debate, and must be seated immediately thereafter; and
- (c) the Chair must immediately rule on the point of order and advise the Council members of the Chair's decision.

### **Expulsion**

#### **4.6 If, in the opinion of the Chair, a Council member is in breach of the rules of conduct set out in this by-law:**

- (a) the Chair may rule that a Council member is in breach of the rules of conduct; and
- (b) if there is no successful challenge to the Chair's ruling, the Chair may order the Council member to leave the Council Chamber for the balance of the meeting or until the Council member advises the Chair that the Council member wishes to apologize to Council in accordance with section 4.7.

#### **Return after expulsion**

4.7 If a Council member who has been expelled from Council Chamber wishes to apologize:

- (a) the Chair must so advise Council;
- (b) Council, by a majority vote, without debate, may permit the Council member to return to the Council Chamber;
- (c) the Council member must apologize immediately to Council for the conduct that caused the expulsion; and
- (d) Council, by a majority vote, without debate, may end the expulsion.

### **PART 5 GENERAL MEETING PROCEDURES**

#### **Entry on floor**

5.1 Only Council members, and those persons permitted by the Chair or City Clerk to do so, may enter the Council floor during a meeting, except that children may enter the Council floor during a meeting when being cared for by a Council member.

#### **Call to order**

5.2 As soon after the time a meeting is to start and a quorum is present, the Chair, or, in the Chair's absence, the City Clerk, must call the meeting to order.

#### **Absence of quorum**

5.3 If, within 30 minutes after a meeting is to start, no quorum is present, the City Clerk must read the roll, record the result in the minutes, and declare the meeting cancelled.

#### **Questions to staff**

5.4 Any Council member may ask staff questions about a matter before Council, except that:

- (a) the question must be in relation to a report on the agenda, a presentation on a matter, a motion being considered by Council, or enquiries and other matters;
- (b) the Council member must only include those facts necessary to explain the question, without argument or opinion;

## MEMORANDUM

October 2, 2020

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Karen Levitt, Deputy City Manager  
Lynda Graves, Administrative Services Manager, City Manager's Office  
Anita Zaenker, Chief of Staff, Mayor's Office  
Tina Penney, Director of Legislative Operations  
Leslie Tuerlings, Manager of Civic Agencies

FROM: Rosemary Hagiwara, Acting City Clerk

SUBJECT: Advisory Body Motions – Council Liaison's Role and Responsibilities

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### PURPOSE

This memo provides a response to questions directed to the City Clerk's Office (CCO) regarding motions passed by advisory bodies. It is the CCO's responsibility to circulate advisory body recommendations for Council's information, and we wish to ensure that any queries about how to further advance such recommendations are addressed.

### BACKGROUND

Type A advisory bodies do not have decision-making authority; rather they are intended to be a mechanism that helps connect Council to the community, similar to information meetings and other forms of public engagement that inform Council in its decision-making. While they do not have authority to make decisions themselves, advisory bodies make recommendations to Council. One frequent question is how these recommendations are brought forward for Council's consideration.

### DISCUSSION

Council liaisons, who are Council members appointed as non-voting representatives to specific advisory bodies, are a key connection between the advisory body and City Council. A clear understanding of their role will clarify the process by which these bodies advise and communicate with Council.

Below are the general roles and responsibilities (in bold) of the City Council liaison to advisory bodies, as set out in the [Guidelines for Advisory Bodies](#):

- 1. Act as non-voting liaisons to advisory bodies and attend meetings as regularly as their schedule permits**
  - Council Liaisons are encouraged to attend as many advisory body meetings as their schedules permit. Council liaisons do not count toward quorum and are not eligible to vote on advisory body motions. This is done to ensure, firstly, that the demanding schedules of Council members do not impact quorum, and secondly, that the liaison's role remains objective. Liaisons are to be the carrier of information, but impartial if/when the issue is brought to Council for debate.
- 2. Provide an information and liaison role between City Council and the advisory body**
  - Council liaisons are encouraged to participate in discussion and provide updates on City matters that may be pertinent to the advisory body's activities. Likewise, Council liaisons may convey information from the advisory body during Council meetings, if relevant to the Council agenda.
- 3. Ensure that the advisory body's work falls within the mandate of City Council**
  - Council liaisons may be occasionally called upon to remind their advisory body of the boundaries of its authority and suggest alternatives if it is pursuing activities outside of its scope.
- 4. Provide advice and information on City Council, Park Board and School Board policies and activities respecting the advisory body**
  - Council liaisons will inform their advisory body of any business conducted by Council as well as other civic bodies (Park Board and School Board) that may be relevant to matters it is considering.
- 5. Carry advisory body ideas and perspectives to elected bodies for consideration in their deliberations**
  - Each advisory body's minutes and decisions are distributed by the City Clerk's Office to Council, other committees, and the public. However, advisory bodies may wish to share directly with Council more detailed context and discussion regarding their decisions. Council liaisons are one method through which this may be done. The range of mechanisms used to convey information from an advisory body to Council are detailed below.

## **Mechanisms to bring Advisory Body Motions to Council**

There are several mechanisms by which advisory body motions can be presented to Council, either through the discretion of the Council liaison or by the advisory body directly.

### **By Council Liaison:**

#### ***1. Member's motion for future meetings***

A Council liaison may bring the advisory body's motion to Council as a member's motion following the usual process for members' motions submissions.

#### ***2. During Discussion and Debate of a Matter on the Council agenda***

Should there be an item before Council that has been also discussed and/or motioned at an advisory body meeting, the Council liaison may, during the Council meeting, note the nature of that discussion and the advisory body's perspective.

#### ***3. During the Enquires and Other Matters on the Council Meeting agenda***

When Council deals with this item on its agenda, the Council liaison can bring forward items dealt by an advisory body.

### **By Advisory Bodies:**

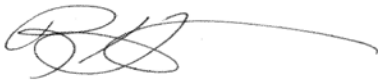
#### ***4. Submitting a Letter to Council***

The advisory body may submit a letter to Mayor and Council, via the City Clerk's Office, that communicates their approved motion.

#### ***5. Speaking at Council Meetings***

The advisory body may appoint a representative to communicate their consensus on a matter before Council. For example, the Senior's Advisory Committee (SAC) and the Persons with Disabilities Advisory Committee (PDAC) appointed the Chair of the SAC to speak on their behalf to ask for Council's support of their recommendation regarding plastic straw usage.

Regards,



Rosemary Hagiwara  
Acting City Clerk  
[rosemary.hagiwara@vancouver.ca](mailto:rosemary.hagiwara@vancouver.ca)  
604.873.7177



## 2017-2018 Work Plan

### Persons with Disabilities Advisory Committee

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#### Mandate

##### Policy Advice

- Provide input to City Council and City staff about issues of concern.
- Consider any matters which may be referred to the Committee by Council or staff.
- May take positions on policy initiatives from other levels of government within the mandate of the Committee.

##### Collaboration

- Work co-operatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects.
- Act as a resource for staff doing public involvement processes and/or civic events.

##### Awareness & Outreach

- Exchange information with the constituent communities and the general public about relevant programs and issues of interest.
- Engage in outreach to disseminate information and encourage participation from constituent communities.

##### Active Transportation

- Advise City Council on strategic priorities relating to walking, cycling, and all active transportation modes in Vancouver, and public transit.
- Advise Council and staff on Transportation 2040 and Active Transportation Master Plan as they are developed, implemented, and updated.

## 2017-2018 Objectives

### Objective 1: Transportation

Ensure accessible and inclusive transportation options for people with disabilities.

### Objective 2: Social Inclusion

Initiate and facilitate public discourse on the topic of social inclusion, its meaning and impact on the city and its residents.

### Objective 3: Housing

Ensure that persons with disabilities have access to appropriate, accessible, and affordable housing that will enable them to be full participants in their community.

Educate and inform the City on all aspects of housing as it relates to access and inclusion, especially for persons with disabilities.

### Objective 4: Accessible City

Improve the City's facilities, services, parks, and public and private spaces for persons with disabilities.

Educate and inform the City on areas of access and inclusion for persons with disabilities in order to work towards equal-footing with able-bodied persons, as required by the BC Human Rights Code.

## Action Plan

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Transportation				
6/1/2017 - 9/1/2017	Transportation plan equality measures for persons with disabilities	Transportation subcommittee: Laura Mackenrot (acting-chair of Transportation subcommittee) Cathy Browne, Tasia Alexis, Varun Banthia, Zvonimir Basic	Ongoing consultations within TPSG, consultations on specific projects (e.g. 10 <sup>th</sup> Ave Medical Corridor, Burrard Bridge, bicycle lanes, new St-Paul's Hospital site, Arbutus Greenway, Ferry dock accessibility, passenger pick-up and drop-off zones), and progress on equality measures in the Transportation plan.	Transportation Plan, Stakeholder Group (TPSG), City project teams
9/1/2017 - 11/1/2018	TransLink and HandyDART (e.g. bus pass and fare review), and TaxiSaver Program	Transportation subcommittee	Ensure that conventional transit is fully accessible, that HandyDART provides passengers with equal transit outcomes, and that TaxiSaver is more affordable and provides more transportation options.	HUN (HandyDART Users' Network), TransLink and HandyDART personnel
6/1/2017 - 11/1/2018	Taxis and vehicle-for-hire services	Transportation subcommittee	Taxi driver training, wheelchair-accessible taxi licences, response times, consultations on Uber, Lyft and others to ensure that new services are fully accessible.	Taxi Licensing office, Uber, Lyft, Disability Alliance BC, BC Taxi Association, TransLink and others
Social Inclusion				
6/1/2017 - 9/1/2017	Conduct background research into concept of inclusion for persons with disabilities	Social Inclusion subcommittee: Chelsea Hitchen (chair of Social Inclusion subcommittee), Kristina Baerg, Leonor Vlug, PDAC co-chairs, ex-officio members	Research summary to PDAC by September 1, 2017, outlining key concepts, sources of information and findings.	City Social Policy and Projects, Cultural Services City staff working on social inclusion and the Social Infrastructure Plan

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
9/1/2017 - 11/1/2018	Explore connections with City projects and programs, other advisory committees and community organizations	Social Inclusion subcommittee	Identify practical ways to assist the City to promote social inclusion for persons with disabilities.	City Social Policy and Projects, Cultural Services City staff working on social inclusion and the Social Infrastructure Plan
Housing				
6/1/2017 - 11/1/2018	Pearson Dogwood Redevelopment	Housing subcommittee: Paul Gauthier (chair of Housing subcommittee), Jocelyn Maffin, Kristina Baerg, Tasia Alexis, Isla Robertson, Mary-Jo Fetterly	To ensure the Pearson Dogwood site is redeveloped and the George Pearson Centre is closed in accordance with the principles and policies in the Consensus Agreement, and the Redevelopment Policy Statement; all with a goal of full inclusion of persons with disabilities.	City staff responsible for Planning and Pearson Dogwood Development; VCH; relevant consultation groups, ONNI Group, YMCA
2017 - 2018	Level Access By-Law	Housing subcommittee	To ensure that the new Vancouver Building By-law (VBBL) incorporates the requirement for an accessible path of travel from curb to doorway, an essential element in the inclusion of persons with disabilities; this also includes adopting the visitable and adaptable housing criteria in the 2015 VBBL.	Seniors Advisory Committee, City staff on VBBL, CMHC
Fall 2017 - 11/1/2018	Accessible Housing (General) Priorities and Objectives: a) Affordable and Accessible Housing "Roundtable Meetings" b) The Right Fit Pilot Project c) Wheelchair Accessible Housing Standards	Housing subcommittee	a) Organize a half-day workshop on the development and provision of wheelchair-accessible housing; continue to work on standardized template on evaluating current wheelchair-accessible housing stock; continue to work on affordability and availability of wheelchair-accessible co-op housing. b) Connect in a timely manner wheelchair users	Organizations involved in the development and provision of wheelchair-accessible housing; persons who can assist in understanding and influencing Federal Policy on wheelchair-accessible co-op housing; The Right Fit Pilot

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
			with affordable, subsidized wheelchair-accessible housing. c) Provide advice and recommendations to the City on housing design needs related to power wheelchairs.	Project partners, City staff on VBBL
2017 - 2018	Establish notification link from City on large-parcel development plans	Housing subcommittee	Early involvement will permit subcommittee to influence and assist in realizing a better development, more able to meet the needs of persons with disabilities.	City planning staff, City project teams
Accessible City				
6/1/2017 - 11/1/2018	Follow-up on last term action items	Accessible City subcommittee: Mary-Jo Fetterly (chair of Accessible City subcommittee), Laura Mackenrot, Jacques Courteau, Anita Rudolph, Zvonimir Basic, Peter Brown	To ensure that the Event Accessibility Guidelines are implemented, and that all outside public toilets already installed by the City are made accessible.	City Equal Employment Opportunity, Legal Services, Engineering
6/1/2017 - 11/1/2018	Working to establish accessible playgrounds, community gardens, gyms, sport facilities, and community centres	Accessible City subcommittee	To maintain a good quality of life, facilitate participation in the community, and enjoy the educational, fitness and community resources that are available to everyone else.	Vancouver Board of Parks and Recreation
6/1/2017 - 11/1/2018	Ensuring that all City-owned public buildings targeted for upgrades are also made accessible	Accessible City subcommittee	That accessibility is improved in all City buildings scheduled for upgrades during this period.	City Facilities Planning
6/1/2017 - 11/1/2018	Developing a City of Vancouver Access and Inclusion Strategy	Accessible City subcommittee	PDAC resolution passed on November 17, 2016; need to work with the City to move on developing this Strategy by end of term.	City Planning

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
6/1/2017 - 11/1/2018	Improving the accessibility of the City website	Accessible City subcommittee	Improving the digital presence of the PDAC on the city website, and making the city website available and accessible for all persons with disabilities.	City IT and Corporate Communications groups
6/1/2017 - 11/1/2018	Taking over Pearson Dogwood follow-up when it moves from housing and care to community and infrastructure requirements	Accessible City subcommittee		