



NOTICE OF MEETING
WOMEN'S ADVISORY COMMITTEE
AGENDA

DATE: Tuesday, July 27, 2021

TIME: 5:30 pm

PLACE: Webex Online

PLEASE NOTE:

- *If you are unable to attend this meeting, please advise Terri Burke at 604.871.6353 or e-mail teresita.burke@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: Tuesday, September 7, 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

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
604.873.7177

2017-2018 Work Plan Women's Advisory Committee

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.

Women's Advisory Committee's Specific Mandate

- Advise Council and staff on enhancing access and inclusion for women and girls to fully participate in City services and civic life.
- Advise Council and staff on the Gender Equality Strategy as it is developed, implemented, and updated.



2017-2018 Objectives

Visionary Guideline Note:

The Women's Advisory Committee's (WAC) strategic priorities have been developed with the assumption that an intersectional lens will be applied to each priority and throughout WAC's work.

Objective 1:

Increase leadership, representation and participation of all women and girls in all City of Vancouver departments (including staff and contractors), affiliates and activities and to promote the same externally.

Objective 2:

Improve economic equity and opportunity for all women and girls. Mechanisms to achieve this objective include (but are not limited to) access to affordable, safe, inclusive, quality housing and childcare (licensed childcare in non-profit centres) and work that pays a living wage.

Objective 3:

Create a safer city for all women and girls with increased action on ending violence against women, increasing shelter and transition housing spaces for women and children, and providing safe workplaces and spaces (public and private) free from all forms of violence and oppression.

Objective 4:

Ensure all City of Vancouver departments, administrative areas, task forces, and committees adopt the Gender Equality Strategy and recommendations, including participatory gender budgets. Ensure that an intersectional gender lens is applied to all City of Vancouver policies, resource allocation, planning, departments, task forces and committees.

Objective 5:

Increase public awareness of the work of WAC by expanding WAC's broader community presence. Increase the inclusivity of WAC membership by improving the accessibility of WAC for diverse (very broadly defined) women and girls and working with the City of Vancouver on the recruitment and selection process.

Note: While we will work towards "equity" instead of "equality" in our work, the term "equality" is used when referring to the 2005 Gender Equality Strategy and the forthcoming strategy update as referenced in the 'Because it's 2016' Motion. We will advocate for the terminology to be updated to Gender Equity Strategy.

2017-2018 Action Plan

Timeline Identify target start and completion dates.	Action Items Identify specific action items integral to accomplish the stated objective.	Committee Resources Identify working groups, sub-committees, and/or committee member(s) responsible to lead the objective, as appropriate.	Expected Outcomes Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through annual reports.	Partners/Stakeholders Identify opportunities or needs to collaborate with groups / organizations within or outside of the City (e.g., City staff).
Increase leadership, representation and participation of all women and girls in all City of Vancouver departments (including staff and contractors), affiliates and activities and to promote the same externally.				
2017-18	Determine the current number of women in non-traditional roles within the City of Vancouver. For those areas with less than 40% women: work with City Staff and Council to implement concrete recommendations for recruitment and retention practices.		Metrics on women employed with the City of Vancouver. Concrete recommendations regarding recruitment and retention practices.	Equal Employment Opportunity Office, Vancouver Police Department, Vancouver Fire Services, Engineering Department
2017-18	Enquire about the percentage of external contracts filled by women (and/or women-led organizations).		Metrics and reporting.	
2017-18	Enquire about how granting funds are distributed with relation to all genders.		Metrics and reporting.	

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
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2017-18	Liaise with and support the City of Vancouver Civic Asset Naming Advisory Committee to ensure assets are being named after women.			City of Vancouver Civic Asset Naming Advisory Committee.
2017-18	Learn about the Equal Employment Opportunity Office targets.			Equal Employment Opportunity Office
2017-18	Work with City to determine ways and means of collecting disaggregated data within the parameters of privacy regulations. Gender-disaggregated data provides strong evidentiary justification for policy.			
2017-18	Follow up on work done by last term's leadership sub-committees and their best practices research and make public.			

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2017-18	Integrate the Young Women Sub-Committee into the other Sub-Committee's.			
2017-18	Review the Healthy City Strategy Priority Areas to see if any alignment.			
2017-18	Engage with the VPD.			
Improve economic equity and opportunity for all women and girls. Through access to affordable, safe, inclusive, quality housing and childcare (licensed childcare in non-profit centres) and work that pays a living wage.				
2017-18	Engage with \$10 a day childcare initiative (Sharon Gregson) to find ways WAC can support the initiative.			Social Planning (?) \$10 a day childcare initiative (Sharon Gregson)

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2017-18	Promote and advocate for \$10 a day childcare initiative and implementation through an equity lens.			Social Planning (?) \$10 a day childcare initiative (Sharon Gregson)
2017-18	Request the City of Vancouver hire a Gender Based Analysis Plus Administrator.		Start conversations with City of Vancouver on the importance of this role. Provide data supporting the value of this role. Provide a statement from WAC on the request for this role.	WAC Council Liaisons WAC Staff Liaisons
2017-18	Request an update on the implementation and enforcement of the City of Vancouver’s relocation/”renoviction” policy.			

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2017-18	Enquire about City of Vancouver policies around affordable suites in new buildings.			
2017-18	Investigate whether the City of Vancouver currently has any required targets for development projects regarding percentage of women in social housing. If so, establish existing baseline regarding gender equity in social housing. If not, request this be started.			
2017-18	Research best practices regarding gender equity in social housing and provide recommendation for desired percentage for gender equity in COV funded social housing.			

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2017-18	Follow up on work done by last term's gender wage gap sub-committees and their best practices research and make public.			
2017-18	Integrate the Young Women Sub-Committee into the other Sub-Committee's.			
2017-18	Follow up on the Living Wage motion supported at our July 14, 2015 meeting <ul style="list-style-type: none"> • Suggestion: ask for an update on the development of this motion. 			
2017-18	Review the Healthy City Strategy Priority Areas to see if any alignment.			

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Create a safer city for all women and girls with increased action on ending violence against women, increasing shelter and transition housing spaces for women and children and providing safe workplaces and spaces (public and private) free from all forms of violence and oppression.				
2017-18	Review City of Vancouver Healthy City Strategy to identify areas where there are possible collaborations.			City of Vancouver Healthy City Strategy Team
2017-18	Liaise/work with organizations that work on the front line with noted priorities.			
2017-18	Follow up with subject matter experts, consulted organizations and GES public forum participants on above noted priority.			
2017-18	Support provision of accessible space.			

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2017-18	Request the City of Vancouver produce an annual safety audit.			
2017-18	Request the City of Vancouver adopt the Safer City Definition.			
2017-18	Continue to engage with Translink and promote the importance of implementing a gender lens, gender based analysis plus and gender budgeting in their work.			
2017-18	Invite the VPD to come meet with WAC to discuss this priority area and brainstorm possible collaborations.			

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2017-18	Create a statement from WAC on Sanctuary Cities and request the City of Vancouver formally becomes one.			
2017-18	Liaise with appropriate City of Vancouver Advisory Committees regarding this priority area.			LGBTQ2+ Advisory Committee Urban Aboriginal Peoples Committee, Seniors Advisory Committee, People with Disabilities Advisory Committee
2017-18	Follow up on work done by last term's ending violence against women sub-committees and their best practices research and make public.			

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2017-18	Integrate the Young Women Sub-Committee into the other Sub-Committee's.			
2017-18	Review the Healthy City Strategy Priority Areas to see if any alignment.			
2017-18	Engage with the VPD.			
Work to have all City of Vancouver departments, task forces, and committees adopt the Gender Equality Strategy and recommendations, including participatory gender budgets. Work to have an intersectional gender lens applied to all City of Vancouver policies, resource allocation, planning, departments, task forces and committees.				
2017-18	Promote, monitor and advance the Gender Equality Strategy recommendations.			

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2017-18	Design and present a motion to the City of Vancouver Council that gender budgeting be implemented in the next fiscal process.		Gender budgeting implemented, Gender lens/analysis implemented.	
2017-18	Request that the Vancouver Parks Board Master Plan use an intersectional gender lens and budget.			Commissioner Catherine Evans, Vancouver Park Board.
2017-18	Work with Councillor Reimer to create a motion requesting organizations requesting funding from, or procurement opportunities with, the City of Vancouver provide a gender breakdown of their Board of Directors.			Councillor Andrea Reimer

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2017-18	Work with appropriate City Staff and WAC Liaisons to create a request that Gender Based Analysis Plus training be provided to City of Vancouver staff.			
2017-18	Create a request that all organizations seeking city contracts and grants need to explain their gender lens, analysis and budgeting in their applications.			
2017-18	Ask each project presenting to WAC to explain their gender lens and gender budgeting process in advance of their presentation to WAC.			

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2017-18	Work with the NE False Creek team to create wise practices for design.			
2017-18	Integrate the Young Women Sub-Committee into the other Sub-Committee's.			
2017-18	Gender Budgeting <ul style="list-style-type: none"> • Look at ways to get gender budgeting implemented • Suggestion: possibly starting with the Parks Board and looking at how money spent is broken down between all Genders. 			

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2017-18	Follow up on the Parks Board Doors Open Vancouver motion and discuss next steps (if any) <ul style="list-style-type: none"> • Suggestion: If appropriate explore outreach to other Committees. 			
2017-18	Review the Healthy City Strategy Priority Areas to see if any alignment.			
Increase the awareness and diversity of WAC by improving the accessibility of WAC for diverse women and girls and by expanding WAC’s broader community awareness and working with the City of Vancouver on the recruitment and selection process.				
2017-18	Find a facilitator and schedule a workshop for WAC on intersectionality, power & privilege and anti-oppressive frameworks to ensure we are all working together on shared understandings.			

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2017-18	Request that the Gender Equality Strategy Update replace the work “equality” with “equity”.			
2017-18	Request that one recommendation in the updated Gender Equality Strategy be that WAC become an on-going Committee (will require changing the City Bylaws). This can be a Quick Start.			
2017-18	Review recruitment and selection process for Advisory Committees to see where possible improvements can be implemented to increase diversity and accessibility of committees.			

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2017-18	Review WAC's use of Social Media to increase awareness, encourage all members to engage on social media and create a plan to make advancements.			
2017-18	Explore changing the mandate of WAC to include "intersectional".			
2017-18	Increase connections with other City of Vancouver Advisory Committees. Possibly have a member exchange twice yearly.			
2017-18	Create a plan on how to represent WAC in the community, reach out to diverse communities and to make space/WAC accessible.			

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2017-18	Mentor WAC members to increase leadership and presentation capacities and increase the number of public speaking engagements WAC speaks at.			
2017-18	Create a plan regarding recruitment for all WAC sub-committees.			
2017-18	Integrate the Young Women Sub-Committee into the other Sub-Committee's.			
2017-18	Review the Healthy City Strategy Priority Areas to see if any alignment.			

Timeline Identify target start and completion dates.	Action Items Identify specific action items integral to accomplish the stated objective.	Committee Resources Identify working groups, sub-committees, and/or committee member(s) responsible to lead the objective, as appropriate.	Expected Outcomes Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through annual reports.	Partners/Stakeholders Identify opportunities or needs to collaborate with groups / organizations within or outside of the City (e.g., City staff).
2017-18	Conduct a personal skills inventory of current committee members to see where possible gaps may be so when a spot opens up it can be filled with the missing skill sets.			