

APPENDIX F

VANCOUVER CHILDREN, YOUTH, AND FAMILIES ADVISORY COMMITTEE **TERMS OF REFERENCE**

[reproduced from City of Vancouver's website, Vancouver.ca]

Terms of reference

Policy advice

The committee:

- Provides input to City Council and staff about issues of concern;
- Considers any matters which may be referred to the committee by Council or staff and take under consideration matters proposed by the Vancouver Board of Education;
- Reviews and advises Council and staff on the development, implementation and assessment of City policies and services related to children, youth and families;
- Identifies barriers to participation and engagement for children, youth and families;
- Advocates for the best interests of children, youth and families;
- Initiates and works on projects that enhance access, inclusion and engagement of children, youth and families;
- Identifies opportunities and empower children and youth to have a voice in civic decision making;
- Provides recommendations to staff and Council on issues affecting children, youth and families;
- May take positions on policy initiatives from other levels of government within the mandate of the committee; and
- Acts as a family court committee under the *BC Provincial Court Act*, Section 5 and/or a youth justice committee under the *Youth Criminal Justice Act*, Section 18.
 - Read the BC Provincial Court Act, Section 5
 - Read the Youth Criminal Justice Act, Section 18

Collaboration

The committee:

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

Awareness and outreach

The committee:

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

Planning and reporting

The committee:

- Produces an annual work plan with specific objectives by no later than April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information;
- Presents accomplishments and progress to date at the annual Council of Councils event; and
- Submits an annual report to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

Time commitment

Regular meetings will last up to 2.5 hours. A minimum of 1 to 2 additional hours a month is spent on email and other correspondence, other meetings, networking, and promotion. Additional preparation time to review documents and participate in preparatory working sessions for all meetings is required.

Attendance requirement

A member who is absent from more than two consecutive formal meetings without a leave of absence is deemed to have resigned

Terms and Membership Composition

Persons appointed to an advisory body shall meet the following essential criteria:

Not be employed by the City of Vancouver;
Live or work in Vancouver, or have a significant body of experience with issues in Vancouver;
and
Be able to demonstrate relevant experience or knowledge, abilities and skills related to the mandate of the advisory body.

Composition:

21 members of the public (11 is quorum) representing the following three age groups in equal thirds: 14 or younger; Between 15 and 21; and 22 or older.

- 2 non-voting Council liaisons; 1 non-voting Park Board Commissioner liaison; 1 non-voting School Board Trustee liaison; 2 non-voting staff liaisons

The appointment of civic members to each advisory committee shall meet the composition objectives set out in the Diversity on Advisory Bodies policy.

Length of term:

Committee members are appointed until December 31, 2020. No member of the public shall serve for more than four consecutive years on the same advisory body. A former member is eligible for reappointment after one year out of office.

Resources for advisory committee members**Accessible events checklist and resources**

- Helps for planning events that are equally accessible and inclusive, including for people with disabilities, seniors, and people who identify as 2SLGBTQ+

Code of Conduct Policy

- Sets minimum expectations for the behaviour of Council officials, staff, and advisory body members in carrying out their functions

Guidelines for Advisory Bodies

- Explains the roles and responsibilities of members and liaisons and provides an overview of member procedures

Diversity on Advisory Bodies

- Establishes targets to achieve diverse demographic composition on advisory bodies.

Procedure Bylaw

- Regulates the procedures of Council and its committees and other bodies