

From: ["Mochrie, Paul" <Paul.Mochrie@vancouver.ca>](mailto:Paul.Mochrie@vancouver.ca)
To: ["Direct to Mayor and Council - DL"](#)
CC: ["City Manager's Correspondence Group - DL"](#)
Date: 4/12/2021 5:29:58 PM
Subject: Council member's motion reminders

Dear Mayor and Council,

The purpose of this email is to provide clarification on the process of giving notice of member's motions at Council meetings. Three issues were recently raised by meeting chairs at their recent quarterly meeting:

1. Members have been inconsistent in stating the date of the Council meeting in which they intend to move their motion.
2. Members are changing the title of their motion submitted for agenda inclusion from what was submitted when notice was provided.
3. Members have provided notice of motion but the motion was never brought forward on the specified date or a date was not provided.

In order for a Council member to place a members' motion on a future Council meeting agenda:

- The Council member must provide notice in written or electronic form, by title, to the City Clerk at the meeting, at least one meeting prior to the meeting at which the Council member intends to move the motion; and
- The notice of member's motion must stipulate the date of the Council meeting which the motion would appear on the agenda, which must be a Council meeting that does not follow a Standing Committee meeting.

Note: the notice of motion can be provided in writing before the meeting

Council has been inconsistent in the application of this procedure. Meeting chairs have agreed that going forward, this procedure will be enforced at the time of giving notice. The Mayor will remind Council members of this procedure at the meeting (has been included in the Council meeting script).

Please note, in accordance with section 9.2 of the Procedure By-law, the City Clerk must not add the motion to the agenda if:

- It does not meet the above requirements regarding submission;
- It is delivered after the date and time set out in the by-law. In accordance with section 9.2 of the Procedure By-law the City Clerk must receive the full text of the motion by 5pm on Monday (or 9am Tuesday if Monday is a holiday) the week preceding the week of the Council meeting at which the member intends to move the motion; or
- The motion is contrary to the provisions of the Vancouver Charter or other enactment

that governs the City.

In regards to items that have not been brought forward yet (where prior notice was given with or without a future meeting date), it is recommend that the Council member goes back through the notice process, outlined in section 9.1, stipulating the title and date of Council meeting. This will avoid any uncertainty with respect to members' motions at future Council meetings.

As a reminder, Council members must move their motion, as written in the agenda package. Any changes to the motion by the mover or other members of Council must be submitted in the form of an amendment once the motion is on the floor of Council (moved and seconded).

Please direct any questions regarding this information to Katrina Leckovic, City Clerk, at Katrina.leckovic@vancouver.ca

Best,
Paul

Paul Mochrie (he/him)
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City of Vancouver
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The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the xʷməθθám̓ (Musqueam), lúwá 7mesh (Squamish), and səlilwətał (Tseil-Waututh) Nations.