

From: ["Mochrie, Paul" <Paul.Mochrie@vancouver.ca>](mailto:Paul.Mochrie@vancouver.ca)

To: ["Direct to Mayor and Council - DL"](#)

Date: 10/18/2021 9:59:38 AM

Subject: [CM: Council Memo - Keeping the Public in the Information Loop \(RTS 14624\)](#)

Attachments: [CMO - Memo re Report Back on Keeping the Public in the Information Loop - RTS 14624.pdf](#)

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Dear Mayor and Council,

Please see the attached memo regarding Keeping the Public in the Information Loop (RTS 14624). A brief summary is as follows:

- Council directed staff to report back on process changes to expedite the public release of non-confidential memos.
- Staff have examined the current process and in consultation with concurring departments have proposed a separate expedited process to post all Non-Confidential Council Memos to the City's public website within 7 days.
- Other emails sent to Mayor and Council from the City Manager will continue to be published quarterly, after completing the multi-tier review process.

Please let me know if you have any questions.

Best,  
Paul

**Paul Mochrie** (he/him)  
City Manager  
City of Vancouver  
[paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh) Nations.

## MEMORANDUM

October 18, 2021

TO: Mayor and Council

CC: Karen Levitt, Deputy City Manager  
Katrina Leckovic, City Clerk  
Lynda Graves, Administration Services Manager, City Manager's Office  
Maria Pontikis, Director, Civic Engagement and Communications  
Anita Zaenker, Chief of Staff, Mayor's Office  
Neil Monckton, Chief of Staff, Mayor's Office  
Alvin Singh, Communications Director, Mayor's Office

FROM: Paul Mochrie  
City Manager

SUBJECT: Report Back - Keeping the Public in the Information Loop

RTS #: 14624

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The purpose of this memo is to report back on the following motion entitled Keeping the Public in the Information Loop (Member's Motion B.1), adopted on July 8, 2021:

THEREFORE BE IT RESOLVED THAT Vancouver City Council direct staff to report back by Q4 on process changes to include faster public release of non In Camera memos.

Staff have reviewed the existing process for proactive public disclosure of City Manager communication to Mayor and Council. The current process includes all memoranda as well as email communication with Council and entails a detailed review to ensure that public disclosure complies with FOIPPA and does not otherwise include confidential information.

Commencing immediately, staff will implement an expedited process for release of non-confidential memos provided in response to Council motions or requests to the City Manager in the Enquiries or Other Matters section of a Council meeting. Formal memoranda that meet the foregoing criteria will be now be posted on the City's website within 7 business days of issuance to Council. Additional details regarding this process are as follows:

- Non-confidential Council memos (as described above) will be publicly released, in their entirety and without redaction, to the City of Vancouver website: [City Manager's emails and memos to Mayor and Council](#).

- Non-confidential Council memos issued to Mayor and Council from the City Manager and/or Deputy City Manager during the week (Monday to Friday), will be publicly released the following Tuesday (end of business).
- Council Memos issued over the weekend or on a stat holiday, will be considered issued on the following business day.
- This expedited process will commence immediately, with the first release on Tuesday, October 26.
- Where a memo provided in response to a Council motion or enquiry contains confidential information, the memo will be clearly marked as “confidential” and will not be subject to public disclosure.
- Other communications issued to Mayor and Council from the City Manager and/or Deputy City Manager, will continue to be reviewed for proactive public release using a multi-tier review process. Communications approved for public release are published quarterly.

Please let me know if you have any questions.



Paul Mochrie  
City Manager

| [paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)