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**To:** "Direct to Mayor and Council - DL"

**CC:** "City Manager's Correspondence Group - DL"

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**Date:** 1/10/2019 7:24:33 AM

**Subject:** Memo - Protocol for Rezoning Applications between Referral and Public Hearing

**Attachments:** Memo to Mayor and Council - Protocol for Rezoning Applications between R....pdf

Greetings Mayor and Council,

Please see the attached memo from Gil Kelley, GM of Planning, Urban Design and Sustainability, regarding Protocol for Rezoning Applications between Referral and Public Hearing.

- ☐ As further discussed in the attached memorandum, once Council has referred the rezoning application to a public hearing, Councillors should avoid communications, representations or discussion regarding the rezoning application with anyone, including the applicant.
- ☐ A list of pending and upcoming referrals is included in the attached memorandum.

Should you have any questions, please contact Gil at [Gil.Kelley@vancouver.ca](mailto:Gil.Kelley@vancouver.ca) or 604.873.7456.

Best,  
Sadhu

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## MEMORANDUM

January 9, 2019

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Lynda Graves, Administration Services Manager, City Manager's Office  
Rena Kendall-Craden, Communications Director  
Katrina Leckovic, City Clerk  
Neil Monckton, Chief of Staff, Mayor's Office  
Alvin Singh, Communications Director, Mayor's Office  
Anita Zaenker, Chief of Staff, Mayor's Office

FROM: Gil Kelley  
General Manager, Planning, Urban Design and Sustainability

SUBJECT: Protocol for Rezoning Applications between Referral and Public Hearing

There have been questions raised by Councillors who have been approached by members of the public regarding rezoning applications that have been referred (or are about to be referred) to public hearing.

It should be noted that once Council has referred the rezoning application to a public hearing, Councillors should avoid communications, representations or discussion regarding the rezoning application with anyone, including the applicant. Either before or after referral, if Council members are approached on a particular rezoning proposal for comment, and some reply is unavoidable, their response should be as noncommittal as possible, and staff should be advised of any such communications. Further details about Council communications with the public during the rezoning process are included in a previously circulated memo, *Council's Role in the Rezoning Process*, dated December 11, 2018.

For your reference, rezoning applications that have been referred or are scheduled for referral to a Public Hearing in January and February are noted below.

Rezoning applications that have been referred to the January 15, 2019 Public Hearing:

- 2230-2288 Harrison Drive
- 3532 East Hastings Street
- 3435 East Hastings Street
- 2542-2570 Garden Drive and 2309-2369 East 10<sup>th</sup> Avenue

Rezoning applications scheduled for January 15, 2019 Regular Council for referral to a February Public Hearing:

- 1906-1918 West 4<sup>th</sup> Avenue
- 825 Commercial Drive and 1680 Adanac Street
- 441-463 West 59<sup>th</sup> Avenue

Rezoning application scheduled for January 29, 2019 Regular Council for referral to February Public Hearing.

- 1636 Clark Drive and 1321-1395 East 1<sup>st</sup> Avenue

A handwritten signature in dark ink, consisting of a large, stylized 'G' followed by a horizontal line that extends to the right.

Gil Kelley, FAICP  
General Manager, Planning, Urban Design and Sustainability  
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