

From: "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>

To: "Direct to Mayor and Council - DL"

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

"Hagiwara, Rosemary" <rosemary.hagiwara@vancouver.ca>

"Postma, Tobin" <Tobin.Postma@vancouver.ca>

Date: 5/22/2019 2:00:38 PM

Subject: Memo - Council meeting procedures pilot extension and report back

Attachments: 20190522114728514.pdf

Greetings Mayor and Council,

Please see the attached memo from Katrina Leckovic, City Clerk regarding Council Meeting Procedures Pilot Extension and Report Back. A short summary is as follows –

- Council approved on March 13 a pilot project to test a series of possible changes to the processes of Council during Council and Committee meetings.
- Staff have begun the process of evaluating and recommend that Council continue with the pilot until end of July to provide staff time to evaluate and report back.
- Below is an updated table of Members' Motions Submission Deadlines.

Members' Motions Submission Deadlines During Pilot Project

For Council meetings between April 4 and July 23, 2019

Regular Council Meeting Date	Council member submits draft motion using Motion Submission Form by 5 pm	'Notice of Motion' presented as New Business at Regular Council meeting	City Manager's Office to provide Input/Comments by 3 pm	Council member submits final motion to City Clerk's Office for agenda inclusion by 5 pm
2-Apr-19	19-Mar-19*	n/a	22-Mar-19	25-Mar-19
23-Apr-19	1-Apr-19	2-Apr-19	12-Apr-19	15-Apr-19
14-May-19	22-Apr-19	23-Apr-19	3-May-19	6-May-19
28-May-19	13-May-19	14-May-19	17-May-19	20-May-19
11-Jun-19	27-May-19	28-May-19	31-May-19	3-Jun-19
25-Jun-19	10-Jun-19	11-Jun-19	14-Jun-19	17-Jun-19
9-Jul-19	24-Jun-19	25-Jun-19	28-Jun-19	2-Jul-19**
23-Jul-19	8-Jul-19	9-Jul-19	12-Jul-19	15-Jul-19

* Per City Manager's e-mail to Mayor and Council sent March 14, 2019

[Motion Submission Form](#)

** Deadline is at 8:30 am due stat holiday

Should you have any questions, please contact me or Tobin Postma at 604.871.6914 / Tobin.Postma@vancouver.ca.

Best,
Sadhu

Sadhu Afochs Johnston | City Manager
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604.873.7627



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.

MEMORANDUM

May 22, 2019

TO: Mayor and Council

CC: Sadhu A. Johnston, City Manager
Paul Mochrie, Deputy City Manager
Lynda Graves, Administration Services Manager, City Manager's Office
Rena Kendall-Craden, Civic Engagement and 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: Katrina Leckovic
City Clerk

SUBJECT: Council meeting procedures pilot extension and report back

The purpose of this memo is to update Mayor and Council on the progress of the Council meeting procedures pilot project, approved by Council on March 13, 2019. It is recommended that Council continue with the pilot project until the end of July to provide staff time to evaluate the pilot project and report back with changes to the Procedure By-law.

BACKGROUND

At the March 13, 2019 Standing Committee of Council on City Finance and Services meeting, Council approved a pilot project to test a series of possible changes to the processes of Council during Council and Committee meetings. Council agreed to undertake the pilot project for Council and Standing Committee meetings held in April and May 2019 to provide staff with the data needed to make conclusions about the merits of the pilot project.

The following procedural changes were implemented during the pilot project for Council and Standing Committee meetings:

- Speakers were heard at regular Council meetings for staff reports;
- Members motions (on the regular Council meeting agenda) with speakers were referred to the next Standing Committee meeting at 3 pm to hear speakers;
- Council members must announce their intention to submit a members motion at the regular Council meeting that precedes the regular Council meeting in which the member intends to move the motion;
- Council members had two minutes to introduce their motion at a regular Council meeting;

- Council members had one minute to ask clarifying questions of the mover of a members motion;
- Council members must submit amendments in writing to the City Clerk prior to introducing the motion on the floor of Council (consistent with rule in section 9.1 of the Procedure By-law).

DISCUSSION

Staff have begun the process of evaluating the pilot project which will include:

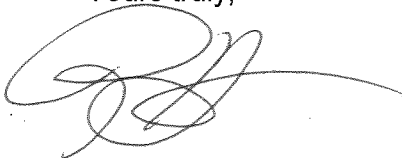
- a public survey to gather feedback on the initiatives trialed during the pilot project;
- a survey for Mayor and Council to gather feedback on the initiatives trialed during the pilot project; and
- a focus group workshop with staff to evaluate the motion submission process trialed during the pilot project.

The evaluation of the pilot project will occur in June/early July, with the feedback being incorporated into proposed changes to the Procedure By-law for Council's consideration. Staff will also report back on procedural changes requested by Council at recent Council meetings. Staff have also conducted a comprehensive review of the Procedure By-law which included public and staff surveys and will report back with these recommendations at the same time.

While the pilot project was approved by Council to occur during April and May, it is recommended that Council continue with the pilot project until the end of July to provide staff time to evaluate the pilot and report back to Council with proposed amendments to the Procedure By-law.

If you have any questions, please do not hesitate to contact me.

Yours truly,



for Katrina Leckovic
City Clerk

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