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To: "Direct to Mayor and Council - DL"
CC: "City Manager's Correspondence Group - DL"
 "Postma, Tobin" <Tobin.Postma@vancouver.ca>
Date: 6/11/2019 3:38:16 PM
Subject: Clarification on Motion process ahead of June 25 Council

Greetings Mayor and Councillors,

I wanted to send you a quick note with content from Tobin to confirm the timeline/process for motions that you wish to be on the Council agenda for June 25.

The deadline for submitting any draft motions is today at 5pm using the online submission form (please refer to the dates highlighted in yellow in the table below which also includes a link to the submission form). Tobin will then gather staff feedback and send you a response by Friday June 14.

All final motions will need to be submitted to Clerks by 5pm on Monday June 17.

This includes any of the eight draft motions which were submitted on May 27. Tobin has sent feedback to all of you who submitted draft motions. If you wish to submit revised draft motions for additional feedback based on the initial staff feedback that you received you could also submit these by 5pm today using the online form.

It is important to note that any motions which you plan on submitting on June 17 for the June 25 council agenda must be verbally raised, by title, during Notices of Motion at Council on today week.

Please don't hesitate to reach out to me or Tobin if you have any questions.

Best
 Sadhu

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

