

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

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

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

**Date:** 10/21/2019 4:53:55 PM

**Subject:** FW: Procedure required to adjourn October 2nd Standing Committee and Council meetings

**Attachments:** Procedure to adjourn Oct 2 meeting Memo to MandC.PDF

Good afternoon Mayor and Council,

Due to a disruption at the October 2nd Standing Committee on City Finance and Services, the meeting ended in a recess and was not properly adjourned. In order to properly adjourn the Standing Committee and Regular Council meetings of October 2, the City Clerk recommends that, prior to starting the Council meeting on October 22 (at 9:30 am), Council reconvene in Standing Committee (convened October 2), adjourn that meeting, reconvene the Regular Council meeting from October 2, and adjourn that meeting.

The outstanding items from the October 2<sup>nd</sup> Standing Committee meeting have been scheduled as part of the Regular Council meeting on October 22 as unfinished business or at the Standing Committee meeting on October 23<sup>rd</sup>, as referred by Council. Speakers to the outstanding items have been notified of the item scheduling. As such, no outstanding business remains from the October 2 agenda.

The attached memo provides additional detail.

If you have any questions, please contact the City Clerk Katrina Leckovic at [katrinaleckovic@vancouver.ca](mailto:katrinaleckovic@vancouver.ca).

Best

Sadhu

**Sadhu Aufochs Johnston** | City Manager  
Office of the City Manager | City of Vancouver  
[sadhu.johnston@vancouver.ca](mailto:sadhu.johnston@vancouver.ca)  
604.873.7627

Pronouns: he, him, his



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

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## MEMORANDUM

October 21, 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, Civic Engagement and Communications Director  
Neil Monckton, Chief of Staff, Mayor's Office  
Alvin Singh, Communications Director, Mayor's Office  
Anita Zaenker, Chief of Staff, Mayor's Office  
Rosemary Hagiwara, Director of Business & Election Services and Deputy City Clerk  
Tina Penney, Director of Legislative Operations and Deputy City Clerk

FROM: Katrina Leckovic  
City Clerk

SUBJECT: Procedure required to adjourn October 2<sup>nd</sup> Standing Committee and Council meetings

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Due to a disruption at the October 2, 2019 Standing Committee on City Finance and Services meeting, the Standing Committee and Regular Council meetings ended in recess and were not properly adjourned. The purpose of this memo is to advise Mayor and Council on procedures to properly adjourn the meetings.

In order to properly adjourn the Standing Committee and Regular Council meetings of October 2, the City Clerk recommends that, prior to starting the Council meeting on October 22 (at 9:30 am), Council:

- reconvene in Standing Committee which was convened on October 2
- adjourn the Standing Committee meeting of October 2
- reconvene the Regular Council meeting from October 2
- adjourn the Regular Council meeting from October 2.

The outstanding items from the October 2 Standing Committee meeting have been scheduled as part of the Regular Council meeting on October 22, as unfinished business, or at the Standing Committee meeting on October 23, as referred by Council. Speakers to the outstanding items have been notified of item scheduling. As such, no outstanding business remains from the October 2 agenda. The only business that remains is to properly adjourn both meetings.

While listed on the October 22 Council meeting agenda, it is further recommended that Council not adopt the minutes of the October 2 meeting, until which time the meeting is properly adjourned. Staff will then draft the meeting minutes for Council's consideration at the November 5, 2019 Council meeting.

Please contact the undersigned with any questions on this matter.

Regards,

A handwritten signature in black ink, appearing to read 'K. Leckovic', is positioned above the typed name.

Katrina Leckovic  
City Clerk

604.873.7998 | [katrina.leckovic@vancouver.ca](mailto:katrina.leckovic@vancouver.ca)