

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

To: "Direct to Mayor and Council - DL"

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

"Pickard, Gail" <Gail.Pickard@vancouver.ca>

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

Date: 11/5/2019 9:18:03 AM

Subject: Memo - Procedure By-law changes

Attachments: Memo re Council PRocedures.pdf

Dear Mayor and Council,

Please find attached a memo from the City Clerk regarding changes to the Procedure By-law, to be enacted at Council today. The purpose of this memo is to highlight some of the changes for Council in advance of this week's Council meetings. It is staff's recommendation that Council vary the order of the agenda on November 5 (today) to consider the by-laws at the beginning of the meeting so that changes to the by-law are implemented immediately and take effect for the meetings this week.

If you have any questions, please contact Katrina Leckovic (604.873.7998) or Rosemary Hagiwara (604.873.7177).

Best,
Sadhu

Sadhu Aufochs Johnston | City Manager
Office of the City Manager | City of Vancouver
604.873.7627 | sadhu.johnston@vancouver.ca

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.

MEMORANDUM

November 4, 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
Rosemary Hagiwara, Deputy City Clerk
Tina Penney, Deputy City Clerk

FROM: Katrina Leckovic
City Clerk

SUBJECT: Procedure By-law Amendment Highlights

The purpose of this memo is to provide Mayor and Council with highlights of changes to the Procedure By-law in advance of this week's Council meetings.

Council approved amendments to the Procedure By-law No. 9056 on October 23, 2019. This by-law is listed for enactment at Council on November 5, 2019. It is staff's recommendation that Council vary the order of the agenda on November 5 to consider by-laws at the beginning of the meeting so that changes to the Procedure By-law are implemented immediately and take effect for Council meetings this week. This memo highlights a few of those changes to assist Council at this week's meetings.

Please note, staff are updating the City's website, messaging to speakers and Chairs' scripts to reflect the pending changes to the Procedure By-law.

2.8 Recess or adjournment of meetings

- Extension past 10 pm requires 2/3 votes but unanimous vote is required for the purpose of debate and decision.

3.3 Publication of agenda

- Electronic version of the agenda will be sent to Council by noon on Wednesday for Council or Thursday for Standing Committee.
- Agenda will be posted on the website by Thursday for Council or Friday for Standing Committee.
- Any revisions to the agendas or reports will be sent to Council no later than the day before the meeting.

4.5 Procedure for deciding on point of order

- The Chair must consider the point of order immediately.
- The Council member must state, at the time of the breach, what has been breached without comment or debate and must be seated immediately after.

- The Chair must rule on the point of order.

6.1 Rules of conduct

- This section has new content.

7.2 Meetings at which speakers are permitted

- Speakers to staff reports will be heard on the day that the agenda item is listed and in the order of the agenda. *The 3 pm start time for speakers at Standing Committee, trialed during the pilot, is no longer applicable.*
- Speakers to Council member's motions will be heard at Standing Committee, provided Council refers the item to a future Standing Committee meeting to hear speakers.

7.3 Requests to speak

- Requests must be received in writing at least one hour (8:30 am) before the meeting begins (except for Public Hearing, for which the procedures remain unchanged).

7.5 Limits on speakers

- Individual speakers have 5 minutes to address Council. Representative speakers have 5 minutes to address Council and only one representative from each organization is permitted.

7.7 Council questions to speaker

- Council members have 3 minutes to ask questions of speakers (except for Public Hearing, for which the procedures remain unchanged). Council members must not ask leading questions of speakers for the purpose of extending the speaking time provided to the speakers.

9.1 Notice of member's motion at Council meeting for future meeting

- Council members must give notice at a Council meeting and submit in writing to the City Clerk the title of the motion at least one Council meeting prior to when they intend to have the motion listed on the Council agenda. The notice must include the date of the Council meeting.

9.2 Adding member's motion to the agenda

- The exact text of a Council member's motion must be received by 5 pm on Monday, or by 9 am on Tuesday if Monday is a statutory holiday, the week before the Council meeting. Members' motions received after the deadline will not be included in the agenda.

9.3 Motion must be the same language on the agenda

- The version of the motion received by the deadline will be the version added to the agenda. Any changes to the motion must be submitted as an amendment at the meeting once the motion is on the floor.

9.7 Moving member's motion

- Council members have up to 2 minutes to introduce their motion and must not recite the preamble.

9.8 Council member questions to mover of member's motion

- Each Council member may ask clarifying questions of the mover for one minute or less including time for responses.

If you have any questions, please contact Katrina Leckovic (604.873.7998) or Rosemary Hagiwara (604.873.7177).

Yours truly,

A handwritten signature in black ink, appearing to read 'Katrina', written in a cursive style.

Katrina Leckovic
City Clerk

604.873.7998 | katrina.leckovic@vancouver.ca