

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

To: "Direct to Mayor and Council - DL"

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

"Connell, Francie" <francie.connell@vancouver.ca>

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

"Penney, Tina" <Tina.Penney@vancouver.ca>

Date: 11/25/2019 8:16:09 AM

Subject: Memo - Agenda Planning - RTS 13353

Attachments: Memo - RTS 13353 - Agenda Planning.pdf

Dear Mayor and Council,

The attached memo from Katrina Leckovic, City Clerk, is in response to a request from Councillor DeGenova at the July 9, 2019 Council meeting. The memo summarizes the agenda planning process from submission of agenda items to final approval of the agenda (RTS 13353).

The following provides a brief summary of the memo and the agenda setting process:

- The agenda setting process begins with staff submission of agenda items.
- Meeting dates for reports may change based on various factors.
- The City Manager, as sole member of the Board of Administration under the *Vancouver Charter*, has been delegated significant executive and administrative authority by Council and has been delegated various responsibilities. One of those responsibilities is the compilation of agendas for meetings of Council.
- Under the *Vancouver Charter*, no power is given to the Mayor, committee chairs, or the City Clerk to set or control the agenda of a Council or standing committee meeting.
- Once approved by the City Manager, City Clerk's Office staff compile the agenda packages and distribute to Mayor and Council and post to the public website.

Should you have any questions regarding the memo, please contact Katrina Leckovic, City Clerk, at 604-873-7998 or Katrina.leckovic@vancouver.ca

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 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
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office
Anita Zaenker, Chief of Staff, Mayor's Office
Francie Connell, City Solicitor
Rosemary Hagiwara, Deputy City Clerk
Tina Penney, Deputy City Clerk

FROM: Katrina Leckovic, City Clerk

SUBJECT: Standing Committee Agenda Planning – RTS 13353

The purpose of this memo is to respond to an inquiry made by Councillor De Genova at the July 9, 2019 Council meeting. Staff were requested to provide clarification on how items are scheduled on the standing committee meeting agendas.

Staff submission of agenda items

The process begins with staff submitting a form for General Manager and/or City Manager approval. Report authors, in consultation with their General Manager, select a meeting type (Council or Standing Committee) and date for which their item should be scheduled.

Meeting dates for reports may change based on various factors including aligning timing with other reports of a similar topic and reports being completed more quickly or slowly than anticipated.

City Clerk's Office prepares draft agendas

Each week, the City Manager and City Clerk meet to discuss upcoming meeting agendas. These discussions may result in reports being shifted from one meeting to another. These changes are normally made several weeks in advance of the meeting. These changes may be due to reports better aligning with items on another agenda and the need to balance meeting lengths (i.e. avoid scheduling multiple high profile items on the same day). Items may also be shifted if particular topics from one report better align with reports scheduled for a different meeting. Given the volume and type of reports brought forward to Council for consideration, agenda items do not necessarily align with current standing committee titles. The order of staff reports and administrative agenda items are finalized about one week in advance of the

meeting, at the discretion of the City Manager. Members' motions are listed on the agenda in the order in which they are received by City Clerk's Office.

The City Manager, as sole member of the "Board of Administration" under the *Vancouver Charter*, has been delegated significant executive and administrative authority by Council, and has been delegated various responsibilities. One of those authorities and responsibilities is the compilation of agendas for meetings of Council, a process in which the City Manager plays the key role. The authority for the City Manager's ability and responsibility for compiling agendas, and bringing such agendas forward to Council and Standing Committee, is provided in the Board of Administration By-law, specifically section 7:

"7. In the performance of its duties, the Board shall:

- (a) Report to each meeting of Council its recommendations for Council's consideration.
- (b) Advise the City Council on matters of policy affecting the City, and make such regular or special reports to the Council as may be required by the Council or as the Board deems necessary"

In order to fulfil his obligation to "report recommendations" to Council, the City Manager must be free to place matters on agendas as he deems necessary. The City Manager works in consultation with the City Clerk and, where questions about in camera material are raised or other legal considerations are at issue, with the City Solicitor. There is no power given to the Mayor, committee chairs, or the City Clerk, under the *Vancouver Charter*, to set or control the agenda of a Council or standing committee meeting.

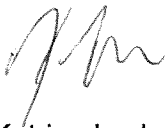
Once the draft agendas are prepared for the next set of meetings, the City Manager shares the agendas with the Mayor.

Publishing agendas

Once the agenda is approved by the City Manager, City Clerk's Office staff compile and distribute the agenda packages to Mayor and Council, in accordance with the City's Procedure By-law, and subsequently post the agenda packages to the City's public website.

Should you require further information on the matter please contact Katrina Leckovic, City Clerk at 604-873-7998.

Yours truly,



Katrina Leckovic
City Clerk

604.873.7998 | katrina.leckovic@vancouver.ca