

**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>  
**Date:** 12/5/2019 12:11:17 PM  
**Subject:** Council Members' Motions - Clarification of Submission Process and Deadlines

Dear Mayor and Council,

Several Council members recently inquired about the Council members' motion review process that was approved by Council at the October 23, 2019 Council meeting. This email is intended to provide clarification on the process and requirements of Council members.

At the October 23 Council meeting, Council passed the following resolution:

*THAT Council adopt the member's motion submission and review process as a standard procedure, as detailed in the Administrative Report dated July 5, 2019, entitled "Amendments to the Procedure By-law No. 9756"; \*\**

*FURTHER THAT, such process shall be for the purpose of providing fact verification, current information pertinent to City work on a given topic, policy context, amount of staff time required, potential costs and identification of any legal considerations. Such process shall not be utilized to provide staff opinion on member motions.*

**\*\***The report referenced above stated the following:

***Adopt member's motion submission and review process as routine practice.***

*As part of the changes to the member's motion submission deadline, it is recommended that Council adopt as a standard practice the member's motion submission procedure that was followed during the pilot project. Review of the pilot project indicated that both Council and staff express a strong desire to continue with the submission of draft members' motions for staff review and comment. In accordance with the recommended changes to the member's motion submission deadline in the by-law, the intake deadline for draft motions should also be shifted to earlier dates. Staff will provide the due dates and submission information, if the review process is adopted by Council.*

Since the resolution was adopted, staff circulated the member's motion review due dates to Council in November. Note: member motion submission dates were not changed from the Council procedures pilot (i.e. the Council member must first deliver a notice of member's motion, by title, to the City Clerk at a Council meeting which must be at least one Council meeting prior to which the Council member intends to move the motion).

The staff review process, outlined in the approved resolution above, is not mandatory. Staff recommend, however, that Council members observe this process and consider staff feedback when drafting motions for inclusion on the agenda. The staff review process is intended to provide fact verification, current information pertinent to City work on a given topic, policy context, amount of staff time required, potential costs and identification of any legal considerations. The content of the member's motion submitted for agenda inclusion is at the discretion of the Council member and may or may not incorporate staff recommendations. There is therefore no downside to entering into the staff review process as, in the end, the advice received may or may not be used.

The City Clerk must add members' motions to the agenda in accordance with the Procedure By-law (Part 9 –



Council Members' Motions). Should a member meet the requirements of the Procedure By-law the City Clerk must add the motion to the agenda. Under section 9.2 of the Procedure By-law, the City Clerk must not add a motion to the agenda if it is received after the deadline, if proper notice has not been given at an earlier meeting, or if the motion is contrary to the provisions of the Vancouver Charter or other enactment that governs the City. As such, the City Clerk has no discretion to allow late member motion submissions.

If a motion does not meet the regular deadline (stated above) for inclusion on the agenda, a member could raise the motion as New Business. If, however, one member calls notice on the motion, it would automatically be placed on the next meeting agenda. A motion could also be raised as urgent business, but the motion must meet the definition of urgent business defined in the Procedure By-law. The Chair would provide a ruling at the meeting as to whether the motion is urgent business.

Best,  
Sadhu

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