

**From:** ["Mochrie, Paul" <Paul.Mochrie@vancouver.ca>](mailto:Paul.Mochrie@vancouver.ca)  
**To:** ["Direct to Mayor and Council - DL"](#)  
**Date:** 7/18/2025 10:40:18 AM  
**Subject:** Memo to Mayor and Council - Completion of New Councillors' Onboarding  
**Attachments:** Memo to Mayor Council - Completion of New Councillors' Onboarding Access to Materials.pdf

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Dear Mayor and Council

Attached is a memo from the City Clerk summarizing the recently concluded onboarding for the two new Council members. The memo also includes a link to access all materials from the onboarding process.

If you have any questions, please feel free to contact Katrina or myself.

Best,

Paul

**Paul Mochrie** (he/him)

City Manager

City of Vancouver

[paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) Nations.

## MEMORANDUM

July 17, 2025

TO: Mayor and Council

CC: Paul Mochrie, City Manager  
Armin Amrolia, Deputy City Manager  
Karen Levitt, Deputy City Manager  
Sandra Singh, Deputy City Manager  
Katrina Leckovic, City Clerk  
Maria Pontikis, Chief of External Relations  
Teresa Jong, Administration Services Manager, City Manager's Office  
Mellisa Morphy, Director of Policy, Mayor's Office  
Trevor Ford, Chief of Staff, Mayor's Office  
Andrew Naklicki, Chief Human Resources Officer  
Ben Hyman, Chief Librarian and CEO, Vancouver Public Library  
Colin Knight, General Manager, Finance and Supply Chain Management  
Corrie Okell, General Manager, Development, Buildings and Licensing  
Francie Connell, Director of Legal Services  
Josh White, General Manager, Planning, Urban Design and Sustainability  
Karen Fry, Fire Chief and General Manager, Vancouver Fire Rescue Services  
Lon LaClaire, General Manager, Engineering Services  
Margaret Wittgens, General Manager, Arts, Culture and Community Services  
Maria Pontikis, Chief of External Relations  
Steve Rai, Chief Constable, Vancouver Police Department  
Steve Jackson, General Manager, Parks and Recreation

FROM: Katrina Leckovic  
City Clerk

SUBJECT: Completion of New Councillors' Onboarding & Access to Materials

RTS #: N/A

As of July 11th, the new Councillors' onboarding program was concluded. It consisted of a comprehensive overview of Council responsibilities, including status updates on complex projects presently under Council's consideration.

While the program was designed to support the new Councillors in understanding their responsibilities and becoming familiar with complex projects, we want to ensure that all Council

members are informed about the onboarding process and have full access to the materials that were distributed. These materials have been saved to the Council document Portal and can be accessed at this link: [2025 - Council Orientation and Briefing](#)

The onboarding program was structured into two distinct phases:

- Phase One: Focused on foundational elements essential for understanding Council operations and governance.
- Phase Two: Covered technical and historical background pertinent to the complex decisions Council is facing or will face throughout the remainder of their term.

The following Table identifies, in summary form, all subjects covered.

NEW COUNCIL MEMBERS ONBOARDING SUMMARY - 2025 By-Election			
Date	Subject	Presenter	PPT
<b>GENERAL</b>			
Apr 10	Meet and Greet with Council, City Manager and CLT	None	
	City Manager Introduction and Overview	City Manager	
<b>PHASE I - FOUNDATION</b>			
Apr 10	Legal Services Structure and Overview	City Solicitor	
	Government Overview - Vancouver Charter	Legal Team	✓
	In Camera Processes	Legal Team	✓
	Council Public Meeting Processes	City Clerk's	✓
Apr 11	Code of Conduct By-law + Conflict of Interest	Integrity Commissioner	✓
Apr 14	Public Hearing Processes	Legal Team	✓
	Land Use Regulations	Legal Team	✓
	In Camera Process continued...	Legal Team	
	Quasi-Judicial Hearings	Legal Team	✓
	Council Chamber Equipment Testing + Review	City Clerk's	
<b>PHASE II - DEPARTMENT UPDATES</b>			
Apr 25	Planning Urban Design and Sustainability -Planning 101	PDS	✓
	Finance & Supply Chain Management Overview	FSC	✓
Apr 28	Vancouver Housing Development Office Overview	VHDO	✓
	Park Board Transition Overview	Deputy CM	✓
May 2	Property Tax Session	FSC	✓
	Rezoning Development Process	PDS	✓
May 9	Planning Urban Design & Sustainability - Housing	PDS	✓
	UNDRIP & Indigenous Relations Actions	Deputy CM	✓
May 12	Arts Culture & Community Services Overview	ACCS	✓
	Communication and Engagement at the City	CEC	✓
May 23	Safety/Security for Council	Deputy CM	✓
June 5	Homelessness Services & IRT	Deputy CM	✓
June 6	Housing Session (Part II)	PDS	✓
	Engineering 101 Briefing	ENG	✓

June 9	Vancouver Housing Development Office (Part II)	VHDO	✓
July 4	FIFA World Cup 26 Briefing	Deputy CM	✓
	Freedom of Information & Protection of Privacy	City Clerk's	✓
	Human Resources Briefing	HR	✓
July 11	False Creek South Briefing	Deputy CM	✓

The City Clerk's Office was pleased to oversee this onboarding process. From this point forward, any additional technical or historical background that may be required could be addressed through the weekly staff/Council briefings, where all Council members attend and can benefit from the information collectively.

Please feel free to reach out if there are any questions.

Katrina Leckovic  
City Clerk

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