

## MEMORANDUM

July 16, 2021

TO: Mayor and Council

CC: Paul Mochrie, City Manager  
Karen Levitt, Deputy City Manager  
Katrina Leckovic, City Clerk  
Lynda Graves, Administration Services Manager, City Manager's Office  
Maria Pontikis, Director, Civic Engagement and Communications  
Anita Zaenker, Chief of Staff, Mayor's Office  
Neil Monckton, Chief of Staff, Mayor's Office  
Alvin Singh, Communications Director, Mayor's Office  
Susan Haid, Deputy Director, Long Range and Strategic Planning, Planning, Urban Design and Sustainability  
Chris Robertson, Assistant Director, City-Wide & Regional Planning, Planning, Urban Design and Sustainability

FROM: Theresa O'Donnell  
General Manager, Planning, Urban Design and Sustainability

SUBJECT: Regulation Redesign – Amendments to Various Guidelines and Policies

RTS #: 14461

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This memorandum is to provide clarity on the purpose of Administrative Motion 6. 'Various Guidelines and Policies' on the July 20, 2021 Council agenda. As written, the title of the motion on the agenda does not provide sufficient information for the public to understand the purpose or contents of the motion.

Administrative Motion 6, if approved by Council, will enact the miscellaneous amendments to various guideline and policy documents that were approved by Council after close of public hearing on July 6, 2021 in the report titled "Regulation Redesign – Simplifying Height Regulations and Miscellaneous Amendments". These miscellaneous amendments will achieve the intent of the by-laws and correct inadvertent errors, update references, and improve the administration of the regulations and policies.

A handwritten signature in black ink that reads "Theresa O'Donnell". The signature is written in a cursive, flowing style.

Theresa O'Donnell  
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