

# ATTACHMENT A



## COUNCIL POLICY MANUAL

<b>Section:</b>	<b>ADMINISTRATION</b>	<b>01</b>
<b>Subsection:</b>	<b>COUNCIL</b>	<b>0550</b>
<b>Title:</b>	<b>NOTICE OF MOTION POLICY</b>	<b>01</b>

### POLICY

A Notice of Motion is the tool that Council members use to bring topics forward for consideration at a Council meeting. Prior to a member of Council bringing forward a notice of motion, it is recommended these steps be followed:

1. Member of Council identifies:
  - Topic
  - Desired outcome
  - How the resolution adheres to guiding principles in the 2019-2022 Strategic Plan
  - Draft resolution and forwards to the City Clerk, copying Mayor and Council and the CAO
2. The City Clerk:
  - Adjusts wording if required and discusses changes with member of Council
  - Determines appropriate meeting date to bring notice of motion forward
3. Member of Council at City Council Meeting:
  - Refers back to Staff for a report to determine implications, including financial, policy, administrative, legal etc.
4. City Staff:
  - Reports back to Council with a Staff Report outlining any potential implications that may apply to proceeding with the resolution
5. City Council:
  - Votes on proposed resolution after receiving Staff Report on subject matter

### REASON FOR POLICY

This policy provides a process for members of Council to follow prior to drafting a notice of motion for presentation to Council. The notice of motion process during a meeting is outlined in Section 11 of "Council Procedure Bylaw 2018 No. 7272" as amended from time to time.

### AUTHORITY TO ACT

Retained by Council.

**PROCEDURE**

Date: 201X-XXX-XX Approved by: Council / In Camera Council

DRAFT