

DATE OF MEETING | SEPTEMBER 30, 2019 |  
AUTHORED BY | SKY SNELGROVE, STENO COORDINATOR AND DEPUTY  
CORPORATE OFFICER |  
SUBJECT | COUNCIL POLICY – NOTICE OF MOTION |

## **OVERVIEW**

### **Purpose of Report**

To provide the Governance and Priorities Committee with a Notice of Motion policy for approval.

### **Recommendation**

That the Governance and Priorities Committee recommend that Council approve the Notice of Motion Policy.

## **BACKGROUND**

A Notice of Motion is a parliamentary tool used by governing bodies to provide introduction for a motion regarding new business of a complex nature, prior to a vote taking place at a subsequent meeting. Section 11.1 of “Council Procedure Bylaw 2018 No. 7272” specifies the procedures that must be followed to introduce a Notice of Motion:

### **Notice of Motion**

- 11.1 A Council Member may give a notice of motion respecting an item which he or she intends to present at a future meeting by reading it aloud and providing a copy of the notice of motion to the Chair and the Corporate Officer either before or during the meeting.
- 11.2 The Corporate Officer will include the notice of motion under the notice of motion section in the minutes and will place the notice of motion with any relevant background information under other business on the agenda for the next meeting or another future meeting as requested by the Council Member who presented the notice of motion.
- 11.3 If the Council Member who presented the notice of motion is not in attendance at the meeting when the subject of that notice of motion is brought forward, the notice of motion will be postponed to the next meeting at which the Council Member who submitted the notice of motion is in attendance.

Council has identified Governance Excellence as a strategic theme in the 2019-2022 Strategic Plan. Approval of this policy supports Council’s identified goal of ensuring the City is “structured and resourced for expeditious, high quality decision making and action...”. Staff recommend a notice of motion policy to provide a guideline to identify and assess intended and unintended implications of a motion. Implications may be financial, administrative, policy, legal or otherwise in nature. The policy provides clarity to members of Council regarding the notice of motion process.]

## **DISCUSSION**

The Notice of Motion policy (Attachment A) addresses the steps for members of Council to take prior to introduction of a notice of motion at a meeting. |

## **OPTIONS**

1. That the Governance and Priorities Committee recommend that Council approve the Notice of Motion Policy.
  - The advantages of this option: Council and staff will have a clearly identified process to follow regarding Notice of Motions.
  - The disadvantages of this option: Notice of Motions may be delayed when coming forward to Council due to the background work required by the policy.
  - Financial Implications: None identified at this time.
  
2. That the Governance and Priorities Committee recommend amendments to the Notice of Motion Policy.
  - The advantages of this option: The Governance and Priorities Committee would provide direct input into the policy.
  - The disadvantages of this option: Depending on the amendments the effectiveness of the policy may be reduced.
  - Financial Implications: None identified at this time. |

## **SUMMARY POINTS**

- Staff have identified a need for a Notice of Motion Policy.
- The intent of the Policy is to provide for a method to identify and assess intended and unintended implications of a motion.
- The Governance and Priorities Committee is requested to recommend that Council approve the Policy.

## **ATTACHMENTS:**

Attachment A: Notice of Motion Policy |

**Submitted by:**

Sheila Gurrie  
Director, Legislative Services