



CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY MANUAL

Section:	ADMINISTRATION	01
Subsection:	COUNCIL	0550
Title:	NOTICE OF MOTION POLICY	01

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, included in the process, be followed:

1. Member of Council identifies:
 - Topic
 - Desired outcome
 - How the resolution adheres to guiding principles in the 2019-2022 Strategic Plan
 - Drafts resolution and forwards to the City Clerk, copying Mayor 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 and places on the agenda
3. The Member of Council bringing forward the resolution that is now on the agenda under “Notice of Motion”:
 - Reads out the Notice of Motion on the Agenda
NOTE: [No discussion or vote takes place at this time]
4. At the following Council Meeting that the Notice of Motion is considered, now under the “Other Business” heading of the agenda, the following options can occur:
 - Motion may be moved by Council member that brought forward the resolution
 - i. The motion requires a seconder
 - ii. Vote can occur
 - iii. Motion may be passed
 - iv. Motion may be defeated
 - Any member of Council may refer topic of resolution back to Staff for a report to determine implications, including financial, policy, administrative, legal etc.
 - i. Motion is in order at any time
 - ii. Motion requires a seconder
 - iii. Motion may be passed and item referred back to Staff
 - iv. Motion may be defeated and the original motion would require a vote

5. If the Resolution is referred back to Staff:

- Staff reports back to Council with a Staff Report, as soon as possible, outlining any potential implications that may apply to proceeding with the resolution
- City Council votes on proposed resolution after receiving Staff Report on subject matter if Staff Report was required

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

