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**NOTICE OF MOTION POLICY**

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**1. PURPOSE**

This policy provides a process to members of Council with guidance for drafting and submitting a notice of motion and ensuring that the member's intent is communicated clearly to Council and the public.

**2. SCOPE**

This policy applies to members of Council and committees established by Council.

**3. DEFINITIONS**

**"Member"** means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by Council.

**"Motion"** means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and also means resolutions.

**"Notice of Motion"** is the means by which a Member brings topics forward for consideration at a Meeting.

**"Regular Council Meeting"** shall have the same meaning as defined in section 4 of Council Procedure Bylaw No. 3602, 2015, as amended or replaced from time to time.

**4. POLICY****Introducing a Notice of Motion**

If a Member wishes to move a motion at a future meeting:

- 4.1 The Member must deliver their Notice of Motion in written and electronic format to the Corporate Officer, copying the Mayor and Chief Administrative Officer, at least one week prior to the Council meeting where it shall be introduced.
- 4.2 The Member must stipulate the date of the regular meeting at which the Council member intends to move the motion.
  - 4.2.1 If a date is not stipulated when the Notice of Motion is delivered, the motion shall be placed on the next Regular Council Meeting agenda immediately following the meeting where it was introduced.
- 4.3 The Corporate Officer shall add the Notice of Motion to the agenda under "Notices of Motions".
- 4.4 The Member shall introduce their Notice of Motion at the meeting, for future Council debate and consideration, by stating the motion and the date of the meeting which

the Member intends to move the motion. The Corporate Officer shall record it in the meeting's minutes and place it on the subsequent meeting agenda as "New Business".

- 4.4.1 Members shall not be allowed to provide any introductory remarks when introducing their Notice of Motion.
- 4.4.2 Members shall not be permitted to ask clarifying questions when the Notice of Motion is introduced.
- 4.4.3 A Notice of Motion is not debatable until the motion has been moved and seconded at the subsequent meeting.
- 4.4.4 Notices of Motion shall be referred to staff where there are policy implications, statutory requirements, a financial or budgetary impact, staff resource requirements, or where Council would like to consider alternative options at the same time.
- 4.4.5 Notices of Motion may be amended for any reason.
- 4.4.6 Notices of Motion may be withdrawn at any time prior to the subsequent meeting date where it will be debated and voted on by Council.

#### **Debate and Voting on the Motion**

- 4.5 The Member shall provide a summary of the background information, identifying the topic, desired outcome, and how the motion aligns with Council's Strategic Plan, to the Corporate Officer at least one week prior to the subsequent meeting where Council will debate and vote on the matter.
  - 4.5.1 The content shall include a subject heading/topic, an introduction with a brief outline of 500 words or less, and the recommendation.
  - 4.5.2 Members shall use the Council Member Motion template, attached as Appendix "A", when providing their background summary.
  - 4.5.3 If the Member who introduced the motion is absent at the subsequent meeting where the motion has been placed on the agenda, the motion shall automatically be postponed to the next Regular Council Meeting where the Member is present and able to move their motion.
- 4.6 Once the Member has moved their motion, it requires a seconder before debate and voting can occur.
- 4.7 A Member may make a presentation using PowerPoint or other tools during their introductory remarks to provide visual elements prior to debating the motion, subject to the time limit established under Section 4.8.
- 4.8 A Member must stay within the 10-minute speech limit, established under Council and Committee Procedure Bylaw No. 3945, 2024, when providing an introduction for their motion, by way of a presentation, and while speaking in debate.

**RELATED POLICIES & PROCEDURES**

Council and Committee Procedure Bylaw No. 3945, 2024

**APPROVAL HISTORY**

WRITTEN BY: Michelle Martineau, Manager of Legislative Services	APPROVED BY: Council AMENDED BY: Council	DATE: August 19, 2020 DATE: October 20, 2021
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## APPENDIX "A"



### Council Member Motion

Notice given on: [Click or tap to enter a date.](#)

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Meeting Date [Click or tap to enter a date.](#)  
From [Choose an item.](#)  
Subject [Click or tap here to enter subject matter.](#)

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#### Background

[Click or tap here to enter relevant background, including previous decisions and how it aligns to the Strategic Plan goals and objectives \(in 500 words or less\).](#)

#### Recommendation

[Click here to enter text.](#)

Attachment(s):

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