



# Memo

**TO:** Chair, Finance and Administration Committee

**SUBJECT:** Notice of Motion

**DATE:** November 6, 2020

**FROM:** Chief Administrative Officer

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While Council and council committees have followed some semblance of the process contained in the attached draft policy when it comes to the issuing of Notices of Motion, it only seems appropriate to formalize that process.

Other municipalities such as the City of Nanaimo and the District of North Cowichan have adopted similar policies that guide their respective council in this matter. Hence some of the language contained in the draft policy attached does mirror those of the municipalities, I have referred to.

## Recommendation

that the committee review the attached draft policy, make changes, and adopt it as amended or in the event of no changes, as presented.

Joseph A. Fernandez

**TOWN OF LAKE COWICHAN**

**COUNCIL POLICY**

**DATE APPROVED:**

**APPROVED BY:**

**SUBJECT:                      NOTICE OF MOTION POLICY**

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**POLICY**

A Notice of Motion is the tool that Council members must use to bring topics of substantial issue forward for consideration at a subsequent Committee or Council meeting. The notice is merely a statement of intention and can be made at the appropriate time on the agenda. The notice requires no seconder and is not debatable. Prior to a member of Council bringing forward the notice of motion, it is recommended the following steps, be included in the process:

**GUIDELINES**

1. The Member of Council bringing forward the resolution that may be now on the agenda under "Notice of Motion" at a Council or Committee meeting reads out:
  - The Notice of Motion being proposed:  
NOTE: [No discussion or vote takes place at the time].
2. The notice of motion is a statement of intention and may be made at the appropriate time during a meeting.
3. Member of Council identifies:
  - The topic;
  - The desired outcome; and
  - How the resolution adheres to guiding principles of the Town's vision or plans.
4. The Council member may also provide the Notice of Motion in written or electronic format prior to the meeting where it is to be introduced as a notice of motion.
5. The Corporate Officer shall add the Notice of Motion item to the agenda under "Notices of Motion", if received prior to agenda publication.
6. The Council member introducing the Notice of Motion may not provide additional arguments or remarks other than those permitted under 3.

## Private Use of Parks and Public Spaces

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7. Other members shall not ask clarifying questions nor debate its merits until it is moved and seconded at a subsequent meeting.
8. At the subsequent Council or Committee Meeting where the Notice of Motion is to be considered it shall be placed under the "New Business" heading of the agenda and the following can occur:
  - Motion may be moved by Council member that brought forward the resolution and seconded before debating and voting can occur; and
  - Motion may be passed or amended (so long as the amendment or amendments do not negate the main motion).
9. Notices of Motion shall be referred to staff where there are policy or financial or budgetary impact or personnel implications or where Council wants to consider alternative options.
10. If the Resolution is referred 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; and
  - Council votes on proposed resolution after receiving Staff Report on subject matter.
11. 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 new business on the agenda for the next meeting or another future meeting as requested by the Council Member who presented the notice of motion.
12. 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.

### **PURPOSE**

This policy provides a process for members of Council to consider and prepare for the question or questions that may arise, thereby facilitating appropriate discussion and satisfactory discharge of the matter when it is brought forward at a future meeting.

Notice, however, is not required where amendments to a main motion are made.