

# Corporate Policy

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Section:	Administration	01
Sub-Section:	Council – General	0530
Title:	Notice of Motion and Accompanying Submissions by Council Members	2023-01

## Related Policies

Number	Title
EDMS#600395	Council Procedure Bylaw, 2023, No. 3393

## Approvals

Approval Date: June 20, 2023	Resolution #: <u>GLC23/033</u>
Amended: September 12, 2023	Resolution #: <u>RC23/223</u>
Amended:	Resolution #:
Amended:	Resolution #:

## Corporate Policy Manual

### Notice of Motion and Accompanying Submissions by Council Members

## Policy

This Policy establishes guidelines for the submission of Notices of Motion by members of Council.

## Definitions

“Member(s)” means a member of the Council of Port Moody.

“Motion Served” means motion given with notice by a Member at a previous Council Meeting.

“Regular Council Meeting” means a meeting of Council held per the adopted schedule of meetings approved in accordance with the *Community Charter*.

“Standing Committee Meeting” means a meeting of an established Council Standing Committee such as the City Initiatives and Planning Committee, Finance Committee, Governance and Legislation Committee, and Strategic Priorities Committee.

## Procedures

Members may submit agenda items for Council consideration through the following Notice of Motion process:

1. Any Council Member may provide a Notice of Motion during a Regular Council Meeting under Council Verbal Reports.
2. After a Notice of Motion has been made, the recommendation becomes a “motion served”, the Council Member must bring forward a background memo that introduces the motion served and includes a brief background on the rationale. The memo should provide summary background information in 500 words or less and indicate alignment with the Council Strategic Plan, as well as any alignment with an existing project from the Corporate Project Plan. Council Members should not be conducting research or providing in-depth information. The goal is for Council to generally consider the proposed idea and, if so desired, direct staff to bring back a report (staff will determine if the nature of the work warrants a project proposal or a staff report and will include considerations with respect to feasibility, budget, funding source, staff resources, timeline, strategic plan alignment, and legislative analysis).
3. All memos from members of Council must be submitted to the Executive Assistant to Mayor and Council on the “Council Memo for Motions Served” template (Appendix 1) no later than noon on Monday of the week in which the agenda is being published.
4. The motion discussed in the memo and at the subsequent meeting must match exactly the motion for which notice was served. Any desired changes must be in the form of proposed amendments to be voted on by Council as a body.

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5. The background memo and proposed motion will appear on the agenda of the next Regular Council Meeting or Standing Committee Meeting, as appropriate, where Members will move the motion as served, and then may consider one of the following recommendations as next steps:
  - (a) Receive for information;
  - (b) Refer to staff for a response (staff will determine if the nature of the work warrants a project proposal or a staff report and will include considerations with respect to feasibility, resources, funding source, timeline, strategic plan alignment, and legislative analysis); or
  - (c) Other.
6. All fields included on the background memo template (Appendix 1) must be completed. Housekeeping amendments to the memo may be made by staff and an update regarding the template changes forwarded to Council via email for their information.
7. Section 5 may not apply if the City Manager indicates that a report is not necessary.

## **Monitoring/Authority**

This policy shall be implemented and monitored by the Legislative Services Division. Changes to this policy require approval from Council.

## Appendix 1 – Background Memo Template



# Memo to Council

Date: Date of Meeting  
Subject: [Motion Title] – Motion Served by [Councillor Name]

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## Motion Served

Notice of the following motion was provided at the [Enter date of meeting], Regular Council meeting:

[Enter motion for which notice was provided]

## Background

*Provide summary background information in 500 words or less. You should not be conducting research or providing in-depth information at this stage. The goal at this point is for Council to generally consider your proposed idea and, if so desired, direct staff to prepare a project proposal or a staff report at an upcoming meeting.*

## Requested Timeline

<u>Level</u>	<u>Criteria</u>	<u>Staff Turnaround Time</u>
<input type="checkbox"/> Urgent	<ul style="list-style-type: none"><li>Regulatory or interjurisdictional requirements</li><li>Major and immediate risk and/or financial impact</li></ul>	< 3 months
<input type="checkbox"/> Time-sensitive	<ul style="list-style-type: none"><li>Significant impact to the community</li><li>Significant financial impact</li></ul>	3-6 months
<input type="checkbox"/> Non-urgent	All other work	< 12 months
<input type="checkbox"/> Other		

*\*\*If your motion requires a staff response (in the form of a report or a project proposal), please indicate your requested turnaround time based on the criteria above.*

## Council Strategic Plan Alignment

This motion aligns with the following Council Strategic Plan Goal(s):

- [insert Strategic Goal X.X – Goal Name]; and
- [insert Strategic Goal X.X – Goal Name].

*\*\*To see a full list of the Council Strategic Priorities and Goals, click [here](#).*

## Corporate Project Plan Alignment

This motion aligns with the following Corporate Project(s):

- [insert Project Title].

*\*\*If appropriate, indicate alignment with an existing project from the Corporate Project Plan. Wherever possible, staff will integrate new work into the scope of an existing project to maximize efficiencies (for a list of projects, you may refer to the [Public Dashboard](#), or consult with Corporate Planning).*

## Council Options

The following responses are available for Council consideration:

1. Receive for information.
2. Refer to staff to bring back a report (staff will determine if the nature of the work warrants a project proposal or a staff report, and will include considerations with respect to feasibility, resources, timeline, strategic plan alignment, and legislative analysis).
3. Other.