

Memorandum

Date: September 12, 2023
Submitted by: Legislative Services Division
Subject: Notice of Motion Process – Update

Council, at the September 5, 2023, Governance and Legislation Committee (GLC) meeting, approved amendments to Corporate Policy – 01-0530-2023-01 – Notice of Motion and Accompanying Submissions by Council Members (the Policy).

The updates provided clarity regarding the expectations of when Council would receive a report back after referring the matter to staff. The Councillor serving the Notice of Motion would be required to indicate their expected timeline for a staff response in their background memo presented at the following Council or relative Standing Committee meeting. A timeline table was added to both the Policy and the background memo template to serve as a guideline for Council members. Upon reviewing the presented motion, Council would have the opportunity to amend the expected timing of a staff report based on their evaluation of the urgency level.

Upon further review, staff are recommending the timeline table be removed from the Policy, as it is already included in the template as an appendix to the Policy. In order to maintain the spirit of the table, an additional clause was added to the Policy indicating that all fields of the background memo template, including the timeline, must be completed. The Policy also allows staff to provide housekeeping amendments to the template with measures to keep Council updated. The revised policy is included for consideration as **Attachment 1**.

At the GLC meeting, staff also indicated that an amendment to the Notice of Motion section of the Council Procedure Bylaw (section 29) would need to be brought forward to ensure alignment with the Policy. The proposed Bylaw changes address the following:

- adding to section 2 (Definitions) a new definition for “Motion Served”, which means a motion given with notice by a member at a previous Council Meeting.
- updating section 29 (Notice of Motion) by:
 - adding to section 29(2): Requiring Council to draft a background memo to accompany their Motion Served;
 - adding to section 29(2): Referencing the policies that contain the criteria for the background memo;
 - adding to section 29(3)(b): The wording approved in the “Notice of Motion and Accompanying Submissions by Council Members” policy to ensure alignment; and
 - adding to section 29(4): Clarification of what is expected before considering a Motion Served.

Council Procedure Bylaw, 2023, No. 3393, Amendment Bylaw No. 1, 2023, No. 3427 is included as **Attachment 2** for Council consideration.

The recommended resolutions are:

THAT City of Port Moody Council Procedure Bylaw, 2023, No. 3393, Amendment Bylaw No. 1, 2023, No. 3427 be read a first, second, and third time as recommended in the memo dated September 12, 2023, from the Legislative Services Division regarding Notice of Motion Process – Update;

AND THAT Corporate Policy – 01-0530-2023-01 – Notice of Motion and Accompanying Submissions by Council Members be approved as amended and attached to the memo dated September 12, 2023, from the Legislative Services Division regarding Notice of Motion Process – Update.

Attachment(s)

1. Revised Corporate Policy – 01-0530-2023-01 – Notice of Motion and Accompanying Submissions by Council Members.
2. Draft Council Procedure Bylaw, 2023, No. 3393, Amendment Bylaw No. 1, 2023, No. 3427.

Report Approval Details

Document Title:	Notice of Motion Process – Update.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Revised Corporate Policy - 01-0530-2023-01 - Notice of Motion and Accompanying Submissions by Council Members.pdf- Attachment 2 - Draft City of Port Moody Council Procedure Bylaw, 2023, No. 3393, Amendment Bylaw No. 1, 2023, No. 3427.pdf
Final Approval Date:	Sep 7, 2023

This report and all of its attachments were approved and signed as outlined below:

Paul Rockwood, General Manager of Finance and Technology, for Tim Savoie, City Manager -
Sep 7, 2023 - 6:26 PM