

Chief Financial Officer's Report to
Priorities and Finance Committee
2019 September 17

ISC: UNRESTRICTED
PFC2019-0913

Notice of Motion Process Flow and Checklist

EXECUTIVE SUMMARY

Notices of Motion are one method for Members of Council to introduce a new piece of business, propose an action for Administration, or propose amendments to current work plans or policies to better support the needs of their constituents. In future, Notices of Motion, unless urgent, are to be introduced at the Priorities and Finance Committee (PFC) to give that Committee the opportunity to suggest additional information and/or refinements before the Notice of Motion is considered by Council. Introducing this step supports efficient decision-making at Council as financial and other resource capacity, legal/legislative, technical content, procedural and other considerations will already have been raised allowing the right information to be made available for Council. This report provides a process flow and proposed checklist for Notices of Motion reflecting engagement with Members of Council and research on Notices of Motion in several other Canadian municipalities.

ADMINISTRATION RECOMMENDATION:

That the Priorities and Finance Committee:

1. Approve the checklist set out in Attachment 3,
2. Commence the PFC's review of Notices of Motion on 2019 October 08, and
3. Direct City Clerks to provide an update of this process to the PFC by Q4 2020.

RECOMMENDATION OF THE PRIORITIES AND FINANCE COMMITTEE, 2019 SEPTEMBER 17:

That Council:

1. Approve the checklist set out in revised Attachment 3;
2. Direct Administration to provide a revised attachment 3 based on committee direction received and add to this item on the September 30 Council Agenda;
3. Commence review of Notices of Motion on 2019 October 08; and
4. Direct the City Clerk's Office to provide an update of this process to the Priorities and Finance Committee by Q4 2020.

Please note that attachments 2 and 4 have been revised as they were impacted by Priorities and Finance Committee's direction to revise attachment 3. Only Attachment 3 is being recommended for Council's approval.

Excerpt from the Minutes of the 2019 September 17 Regular Meeting of the Priorities and Finance Committee:

"A revised attachment 4 was distributed with respect to Report PFC2019-0913".

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PREVIOUS COUNCIL DIRECTION / POLICY

On 2019 June 17 Council approved the amendments to Procedure Bylaw 35M2017 (Part 6, Section C 113(2)) including that Notices of Motion be brought first to the PFC unless it is being brought forward as *Urgent Business* directly to a Council meeting.

BACKGROUND

This work is the result of several previous Council and PFC decisions and directions. Attachment 1 outlines the journey undertaken from the approved Motion C2019-0073, *Achieving Good Governance through Optimizing Committee Mandates* in 2019 January, to the current report.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Notices of Motion are one of several ways for Members of Council to introduce a new piece of business, propose an action for Administration, or to propose amendments to current work plans or policies to better support the needs of their constituents. Other avenues include service planning and budgeting activities (including annual adjustments), policy and strategy development and updates, and other procedural processes (e.g. Motions Arising, Administrative Inquiries).

Given the importance of Notices of Motion as a tool for Council decision making, Members of Council indicated through engagement it would be valuable to have Notices of Motion come to the PFC prior to going on to Council. The benefits include having the PFC suggest additional information be added and/or refinements to the wording so that the Notice of Motion can efficiently be decided upon by Council.

Procedure Bylaw changes were approved by Council in 2019 June but the process of Notices of Motion going to the PFC prior to Council will not begin until the checklist has been approved by the PFC. As outlined in detail in Attachment 2, regular Notices of Motion, once drafted, will be reviewed by the PFC and either be directed to Council or to another Committee, or referred back to the sponsor for refinement. Urgent Notices of Motion will be brought directly to Council, and a vote will determine if they are added to the meeting's agenda. Regardless of the PFC decision, all Notices of Motion introduced will ultimately go to Council for decision, unless abandoned by the sponsor.

Some Members of Council suggested that a checklist with key considerations be developed and attached to each Notice of Motion submitted to City Clerks. Attachment 3 is the proposed checklist, which was developed based on engagement with Members of Council. Attachment 4 provides guidance to support its completion.

Stakeholder Engagement, Research and Communication

The recommendation and materials contained in this report are the direct result of multiple engagements with Members of Council and Administration, consultation with other municipalities and consideration of other internal procedures.

Strategic Alignment

This report aligns with and contributes to a Well-Run City by supporting an efficient decision-making process.

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Social, Environmental, Economic (External)

None

Financial Capacity

Current and Future Operating Budget:

No future operating budget will be required.

Current and Future Capital Budget:

No future capital budget will be required.

Risk Assessment

Using the attached checklist when submitting Notices of Motion helps to manage risks such as duplication of effort or lack of resources to complete the work directed.

REASON(S) FOR RECOMMENDATION(S):

As requested by some Members of Council through the engagement conducted, the proposed checklist provides support to sponsors when writing, as well as Members of Council when considering, a Notice of Motion. It enables new provisions in the Procedure Bylaw approved in 2019 June to be activated.

ATTACHMENT(S)

1. Attachment 1 – Journey from January 2019 to Today
2. **Revised Attachment 2 – Notice of Motion Process Flow**
3. **Revised Attachment 3 – Notice of Motion Checklist**
4. **Second Revision Attachment 4 – Notice of Motion Checklist – Guidance**