

NOTICE OF MOTION CHECKLIST

The checklist is a tool intended to support the sponsor(s) of a Notice of Motion. The items listed below are important considerations when crafting and submitting a Notice of Motion. It is also intended to support other Members of Council, as the same considerations are important when reaching a decision on a Notice of Motion.

The checklist is therefore an opportunity for the sponsor(s) to:

- consider what advice might be helpful to them in formulating their proposal; and
- share key points about the advice received with their Council colleagues, to inform their deliberations.

This document is recommended to be provided to City Clerks alongside every Notice of Motion and will become part of the Corporate record. It is at the discretion of the sponsor(s) to decide with whom to consult and what information to include.

Title of the Motion: **Improving Councillor Meeting Transparency in the Time of COVID-19 and Beyond**

There are two classifications of a Notice of Motion (Check the one that applies):

☐

Regular

☒

Urgent (Include details in Urgency Rationale box below)

☐

Is this Notice of Motion Confidential? (Include details in Procedural box below)

Financial and Other Resource Capacity
Some staff resourcing within the Office of the Councillors and Councillors' offices will be required to implement this immediate change.
Legal / Legislative
No bylaw amendments are required to implement the immediate reporting change. The Ethics Advisor is planning to bring forward further recommendations on amending the Code of Conduct in the future and formal bylaw amendments can be implemented at that time.

Technical Content
Not applicable.
Procedural (Including reasons for confidentiality)
Not applicable.
Other Considerations
The Ethics Advisor was engaged on this Notice of Motion.
Urgency Rationale
Due to the COVID-19 pandemic, meetings are currently occurring with members of Council that are not required to be disclosed to the public and are not being disclosed. It is important to address this gap in reporting as quickly as possible to support public confidence in their elected officials. While the Ethics Advisor is planning to bring forward further recommendations to amend the Code of Conduct in the future, there is a pressing need to address this new reporting requirement gap, with further work by the Ethics Advisor able to proceed later.