

PROPOSED PROCEDURE FOR NOTICES OF MOTIONS

Purpose of the Procedure

Purpose of this procedure is to provide clarity on the process of bringing forward a Notice of Motion as approved in Council's Procedure Bylaw (as amended 2019 June 17).

As per the Procedure Bylaw, Section 113:

113. (1) *A Member, wishing to introduce a Notice of Motion for consideration, must provide the Notice of Motion electronically or by other means to the City Clerk.*
- (2) *The City Clerk must place the Notice of Motion on the next PFC agenda for which the submission deadline has not passed.*
- (3) *Despite subsection 113(2), a Notice of Motion may be brought as Urgent Business to a Council meeting in accordance with section 65; however, such an item may only be added to the agenda by Two-thirds vote."*

The intention of bringing Notices of Motions through the Priorities and Finance Committee is to vet motions against specific criteria intended to increase awareness of the cost and resource requirements, the legality, the accuracy and the alignment to priorities and ongoing work. The vetting process should also minimize or, at least, provide awareness of any unintended consequences of a motion.

Process for regular and for urgent Motions

Regular Motions

Notices of Motions should demonstrate that the Council Member has considered the following criteria:

- a) Puts forward the motion with a full understanding of the expected cost and resource requirement of doing the work,
- b) Has assured that the statement of work advances Council approved service plans and budgets and other Council approved policies and plans,
- c) Has verified the technical accurateness of the motion,
- d) Has confirmed that the statement of work is within the legal authority of The City of Calgary, and
- e) Has confirmed that the statement of work is not a duplication of, nor does it contradict, previously approved Council direction.

If the PFC deems that the motion before them does meet the criteria listed above, committee may forward the motion to Council.

If the PFC deems that the motion does not demonstrate the aforementioned criteria, it may take the following actions:

1. Direct a motion to a specified committee for further discussion and refinement before the motion is directed to Council by that committee.

2. Direct a Councillor to refine/amend the motion and then bring it to Council.

PFC does not have the authority to dispose of a motion.

Urgent Motions

Motions that are brought to Council as urgent must state why the motion has been qualified as such. The acceptable qualifiers to bring a motion as urgent are:

- a) The motion is time sensitive and waiting to go through the regular process would cause negative financial, legal or social ramifications to The City of Calgary or to Calgarians.
- b) An external agency has set a hard deadline that Council has no ability to influence.

If the motion does not receive the two-thirds vote required to be accepted as urgent, the Councillor has the option to bring the motion to PFC and follow the direction of that committee.

If the motion is accepted as urgent, Council will deem whether the motion before them meets the criteria listed above regarding Regular Motions.