Notice of Motion: What to Know

What is it?

A **Notice of Motion** is a formal tool that allows a member of Council to bring a new matter forward for Council's consideration. By providing advance notice, it ensures Council, staff, and the public have an opportunity to understand the issue and prepare for discussion before a decision is made.

Notices of Motion are commonly used to request changes to policies or by-laws, obtain additional information from staff, or seek Council direction on emerging issues or priorities.

Before submitting a Notice of Motion

Ask yourself:

- Is this within County jurisdiction?
- Can staff address the issue through existing processes?
- Have you consulted the Clerk or relevant GM?
- Do you understand the financial, legal, and operational impacts?
- Is the proposed direction clear and achievable?

How the process works

7 days before Council Meeting

Submit Notice of Motion form and proposed Motion wording to the Clerk

Council Meeting

Notice of Motion introduced (No debate or vote)

Council in Committee Meeting

Motion considered (Item included on agenda for discussion and vote)

Motion

- Passed
- Amended
- Defeated

Urgent Matters: Council may waive the Notice of Motion requirement through a two-thirds vote. This should be reserved for exceptional circumstances only, as it eliminates the normal notice period.