

Council Motions

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► Related Documents

Document Type	File Number	Title
Provincial Statute	SBC 2003 Ch. 26	<i>Community Charter</i>
Bylaw	EDMS #676145	City of Port Moody Council Procedure Bylaw (Consolidated)
Terms of Reference	EDMS #593777	Strategic Priorities Committee

► Approvals

Date	Version No.	Council Resolution No. or City Manager Authorization
July 28, 2026	1.0	<u>RC26/134(7.3)</u>

► Revisions

Date	Version No.	Pages and Sections Revised

Policy approved by: Council

Date: July 28, 2026

Amendment approved by:

Date:

Signed original on file with Legislative Services

► Purpose

In accordance with the *Community Charter*, the rules and general procedures that must be observed by every municipal **Council**, including the manner in which resolutions may be passed by Council in meetings, must be established by bylaw. At the City of Port Moody, these requirements are in Council Procedure Bylaw, 2025, No. 3510, as amended from time to time.

This **Council Policy** provides supplemental guidance from the Council Procedure Bylaw to **members** of Council and **staff** for the preparation, submission, documentation, and expected proceedings of motions for meetings.

Background

From time to time, members of Council may wish to introduce new motions to meetings, either related to the subject matter of an existing agenda item or sometimes unrelated but considered timely or important by the individual member. As the Council Procedure Bylaw provides general procedures and governance rules of meeting proceedings, this policy provides supplemental guidance on the process of how members can introduce such motions, while ensuring staff administering the operational aspects of Council meetings can continue to meet their statutory, legal, and contractual obligations as stewards of the City's land, services, assets, and heritage.

Notwithstanding the Council Procedure Bylaw, this Council Policy provides additional guidance of three (3) types of motions which members may utilize in any meeting, specifically:

- **Motion Arising;**
- **Motion Served;** and
- **Notice of Motion.**

► Scope

This policy applies to all members of Council and applies to the following types of meetings:

- Council;
- Special Council; and
- Advisory Bodies created by and appointed by the Mayor, which include but are not limited to:
 - the Council Standing Committee; and
 - Standing Committees, including but not limited to:
 - City Initiatives and Planning Committee;
 - Finance Committee;
 - Governance and Legislation Committee; and
 - Strategic Priorities Committee.

► Definitions

Defined terms in this policy shall be bolded in black text at the first appropriate reference of the term as defined by the following documents, in order of highest authority first:

- Council Procedure Bylaw, 2025, No. 3510, as amended from time to time; and
- City of Port Moody Policy Framework – Appendix A: Glossary of Policy Definitions.

► Policy

Motion Types

1. The three types of motions detailed in this policy **Motion Arising**, **Motion Served**, and **Notice of Motion** are complementary to the procedural motions and points of order, included as Schedule “A” – Procedural Motions and Points of Order, which is attached to and forms part of the City of Port Moody Council Procedure Bylaw.
2. If any portion of this Council Policy conflicts with the Council Procedure Bylaw, the Council Procedure Bylaw shall prevail.

Notice of Motion

1. Any member may give a Notice of Motion during the Verbal Reports section of that meeting, by verbally stating and reading into the record the content of the motion.
 - a. The purpose of a Notice of Motion is to provide notification of an item to be considered at the next appropriate Council or Standing Committee meeting.
 - b. Once a Notice of Motion has been served, members must not discuss the item until it is placed on an agenda for consideration, in accordance with the Council Procedure Bylaw.
2. Wherever possible, members are encouraged (but not required) to provide a written copy of the Notice of Motion to Council, the City Manager, and the Corporate Officer in advance of presenting it at the meeting to allow adequate administrative preparation time prior to the meeting.
3. After a Councillor has read their Notice of Motion, the recommendation becomes a **Motion Served**. The Councillor will present their Motion Served for consideration by taking the following steps:
 - a. Prepare an introductory memo to Council at the assigned Council meeting. The memo will provide a brief background of 500 words or less.
 - i. For clarity, Council Members do not need to conduct research or provide in-depth information with the memo as the purpose is to provide Council with context when determining how to proceed with the motion.

- b. Subject to correction of formatting or spelling errors with support from staff, the Motion Served contained in the memo must be identical to the content provided in the original Notice of Motion.
 - c. If there are any desired changes to the Motion Served, the member must request these amendments to other members through introducing an amendment motion, which must be considered and carried by a majority vote of all members present in the meeting.
- 4. The due date of the memo must follow the deadlines in the Council Procedure Bylaw with respect to scheduling items on a Council/Advisory Body agenda. The memo is processed through the Executive Assistant for Mayor and Council.
 - a. The memo template will have all fields completed, which have been established to ensure information is included with the Motion Served for consideration. The memo will define the proposed action, decision, or direction;
 - b. identify applicable key documents or financial records;
 - c. name applicable third parties, organizations, or staff;
 - d. indicate the timeline, by referencing one of the three categories:
 - i. Urgent – regulatory or interjurisdictional requirements, major and immediate risk and/or financial impact (within 3 months);
 - ii. Time-sensitive – significant impact to the community, significant financial impact (3-6 months); or
 - iii. Non-urgent – all other work (within 12 months); and
 - e. indicate alignment with applicable City initiatives, strategies, and projects, including but not limited to the:
 - i. Council Strategic Plan; and
 - ii. Corporate Projects (if applicable).

The memo presenting the Motion Served will appear on the next appropriate Council meeting or Standing Committee meeting agenda under “New Business”.

- 5. If there is a desire to serve a Notice of Motion at a Closed meeting, the procedure of “Late Items” as outlined in the Council Procedure Bylaw must be followed. In addition, as the matter pertains to closed, the member must also consider the closed provisions of the *Community Charter* and ensure that the relative provisions are included in the reasons to exclude the public. Specifically:
 - a. At the Special (to Close) meeting held immediately preceding the closed meeting, the member must note the purpose, in general terms, of the matter (e.g.: Land Negotiations, Personnel, etc.) and the relative closed provision.
 - b. As noted in the Procedure Bylaw, unanimous consent is required by Council.
 - c. If Unanimous Consent is not provided at the Special (to Close) meeting, the member may submit the Notice of Motion to the Corporate Officer, who will

include the Motion in the next Closed Council agenda as a Notice of Motion (and follow the process accordingly).

Options for Motions Served

1. Once the memo has been introduced by the serving member, Council must determine how to move forward with the matter.
2. If a recommendation not to pursue action on the motion is desired, a member of Council may move receipt of the Memo for Information.
3. If Council wishes to support the Motion Served, a motion to refer the matter to the Strategic Priorities Intake Process should be made. Staff will report back with information, which may include:
 - technical analysis;
 - resources;
 - funding source;
 - timeline;
 - strategic plan alignment;
 - legislative analysis; and
 - implementation options.
4. If the Motion Served is considered an advocacy motion, the City Manager/Corporate Officer must confirm that there is no, or little, operational impact prior to the motion being moved as recommended (no referral to the Strategic Priorities Intake List required).
5. If the Motion Served is urgent or time sensitive, where referring it to the Strategic Priorities Intake List does not align with the timing, the City Manager must be given an opportunity to advise if there are any comments, concerns, information, or potential impacts prior to moving the recommendation.
6. These options will appear on the agenda as follows:
 - a. Receive for information;
 - b. Refer the matter to the Strategic Priorities Intake List;
 - c. Move the recommended Advocacy Motion as presented (if applicable); or
 - d. Request further information from the City Manager prior to moving the recommendation.

Motion Arising

1. Motion Arising is defined by the Council Procedure Bylaw.
2. Once recognized by the presiding member, a member may introduce a **Motion Arising** for an item on an agenda, by speaking it into the record verbally. The Council member

will provide a copy of the motion to the Corporate Officer at the time the motion is proposed. In accordance with the Council Procedure Bylaw, the Corporate Officer or recording clerk may request clarification of the wording for the minutes at any time.

3. Whenever it is possible, Council is encouraged (but not required) to forward the motion to the Corporate Officer in advance of the meeting for administrative preparation.
4. As Motions Arising are related to existing items on an agenda, closed provisions of the *Community Charter* should apply as proper meeting notice to consider the subject was given.

► Review

This policy is administered by the Legislative Services Division and revisions to this policy require approval from Council. If the Council Procedure Bylaw is amended, this policy must subsequently be reviewed and appropriately revised to ensure consistency between both documents.

This policy will be reviewed and revised at minimum, every four (4) years, coinciding with each new Council term, reviewed in the year immediately following the General Local Election.

Appendix 1 – Memo to Council – Motions Served Template



Memo to Council

Date: **Date of Meeting**
Subject: Motion Served by **Councillor Name** – **Memo Title**

Motion Served

A Notice of Motion was provided at the **Enter date of meeting**, Regular Council meeting, which is now presented as the following Motion Served:

Enter motion for which notice was provided

Background

*Provide summary background information in **500 words or less**. You should not be conducting research or providing in-depth information at this stage. The goal at this point is for Council to generally consider your proposed idea and, if so desired, direct staff to prepare a project proposal or a staff report at an upcoming meeting.*

Requested Timeline

Level	Criteria	Staff Turnaround Time
☐ Urgent	- Regulatory or interjurisdictional requirements - Major and immediate risk and/or financial impact	< 3 months
☐ Time-sensitive	- Significant impact to the community - Significant financial impact - Significant impact to third party	3-6 months
☐ Non-urgent	Considered in sequence with all existing work	< 12 months

***If your motion requires a staff response (in the form of a report or a project proposal), please indicate your requested turnaround time based on the criteria above.*

Council Strategic Plan Alignment

This motion aligns with the following Council Strategic Plan Goal(s):

- Strategic Goal X.X – Goal Name; and**
- Strategic Goal X.X – Goal Name.**

***Please provide the relevant goals from [this list](#) of the Council Strategic Priorities and Goals.*

Corporate Project Plan Alignment

This motion aligns with the following Corporate Project(s):

- [insert Project Title].

***If appropriate, indicate alignment with an existing project from the Corporate Project Plan. Wherever possible, staff will integrate new work into the scope of an existing project to maximize efficiencies (for a list of projects, you may refer to the [Public Dashboard](#), or consult with Corporate Planning).*

Council Options

Upon the receipt of a Motion Served, the following response options are available for Council consideration:

- a. Receive for information;
- b. Refer the matter to the Strategic Priorities Intake List;
- c. Move the recommended Advocacy Motion as presented (if applicable); or
- d. Request further information from the City Manager prior to moving the recommendation.