

Appendix B – Motion Memorandum Template



Motion Memorandum

SUBJECT: Subject should be short and descriptive, it will be used to identify your request in the agenda

TO: please select

FROM: please select

Date to Committee: select date

Date to Council: select date

Motion for Council to Consider:

provide a clear and concise statement

Reason:

enter the reasons or rationale for this motion

Outcome Sought:

Outcome sought

Vision to Focus Alignment:

(check those that apply)

- Increase economic prosperity and community responsive city growth
- Improve integrated city mobility
- Support sustainable infrastructure and a resilient environment
- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

Appendix B – Motion Memorandum Template

Motion Seconded by: as required

Share with Senior Staff

Approved as per form by the City Clerk,

Reviewed by the City Manager - In accordance with the Code of Good Governance, Council-Staff Relations Policy and an assessment of the internal capacity within the City to complete the work based on a specific target date (quarter/year).

Comments:

City Clerk: none

City Manager: none



Motion Memorandum

SUBJECT: Recommendation for updates to the Procedure By-law

TO: **Corporate Services, Strategy, Risk & Accountability Cttee.**

FROM: Mayor Marianne Meed Ward

Date to Committee: March 3, 2021

Date to Council: March 23, 2021

Motion for Council to Consider:

Direct the City Clerk to prepare a staff report with recommended updates to the Procedure Bylaw on the following items:

- Add definitions to the procedure by-law for Council Memorandums, Staff Reports, Municipal Officer Reports and Resolutions.
- Provide guidance on how Council Member items are submitted to Standing Committee versus straight to Council.
- Review the Notice of Motion section to refine and include deadlines (time) for Motions to Committee and Council.
- Define an Agenda Review process for Standing Committees and Council, including Chair's Role.
- Provide clarity on items that are provided to Audit Committee versus Corporate Services, Strategy, Risk & Accountability Committee.

Reason:

We have recently discovered our Procedure Bylaw is silent on a number of matters related to meetings, agendas and good governance, some of which in the past have been "understood" and for the most part adhered to, but not written down. The silver lining is that now that we are aware, council has an opportunity to update our Procedure Bylaw to provide clarity around a number of matters including, but not limited to:

- different types of reports and their uses (Memo; Standard Report; Resolution with Whereas/Therefore Be It Resolved recitations; Municipal Officers Report)
- Notice of Motion procedures

Appendix B – Motion Memorandum Example

- advanced notice to the Chair of Council/Standing Committees of any items coming forward, especially time-sensitive “walk-on” items
- which items come to Standing Committee versus straight to Council
- an annual schedule of deadlines for submitting material to ensure items can be placed on an upcoming agenda for committee or council

Providing clear, transparent and accountable processes will set members of council up for success in bringing items forward. It will set staff, council and the public up for success in reviewing and providing input to items, with multiple opportunities for engagement, and ample time to review and receive answers to questions. This assists in good decision-making and is respectful of everyone’s time and schedule. Effective meeting management, using some of the tools noted above, is also a key takeaway from the Charter Director program the Mayor is currently enrolled in. Directing the City Clerk to bring back appropriate recommendations to update our Procedure Bylaw will advance our goals to be a high functioning board committed to continuous improvement, the principles of good governance and working collaboratively with each other, with staff and with the public.

Outcome Sought:

Outcome sought

Vision to Focus Alignment:

(check those that apply)

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Comments:

City Clerk: Approved as Per Form

City Manager: Reviewed

Sample