
MEMORANDUM

PBLRC-C 7-2023

Subject: Options for Consideration – Notice of Motion/Motions and Other Business/Announcements

Date: August 28, 2023

To: Procedural By-law Review Committee

From: Ann-Marie Norio, Regional Clerk

As identified in the Committee's 2023 Work Plan, two areas identified for review were announcements/other business and notice of motion/motions. Staff have undertaken a review of other procedural by-laws to provide Committee with information on how those municipalities' rules of procedure reflect these items. A comparison chart is attached to this memorandum.

With regard to the agenda item "Other Business" at Council, the practice of previous terms of Council was to limit this item to announcements only which typically related to events of significance in the local area municipalities (i.e. parades, fall fairs, etc.). The intent behind this was to ensure non-urgent matters that fall within the subject matter of one of the Standing Committees was the more appropriate place for other business to be raised. During this term of Council, the practice has been to allow other business to be raised that are related to Council as a whole. Given that the Procedural By-law is silent on this matter, it would be helpful to include definitions and/or provisions that would clarify what matters are appropriately brought up under this agenda item.

The matter of notices of motion/motions has also been raised by the Committee. It has been recent practice to allow motions to be made by Councillors at Standing Committee meetings; however, the By-law doesn't specifically address this (i.e. when is this appropriate, submission deadlines). It has also been raised that the provision allowing motions to be added to the Council agenda in accordance with section 18.1 (b) (provided seven (7) days prior to the date of the meeting) should be examined further.

The provided information is before Committee to review and consider with regard to potential amendments in these areas to the Procedural By-law. Once direction is given, staff can provide example wording for consideration at the next Committee meeting.

Respectfully submitted and signed by

Ann-Marie Norio
Regional Clerk

Item	Niagara Region (2010)	Durham Region (2018)	City of Vaughan (2011)	Peel Region (2022)	York Region (2018)	City of Hamilton (2021)	Region of Halton (2019)
Other Business/ Announcements	Not specified in By-law, agenda includes "Other Business"	<p>A Member may introduce a motion under Other Business without notice, if Council, without debate, dispenses with notice on a 2/3 vote.</p> <p>Announcements: limited to 2 minutes and not recorded in minutes</p>	at Committee only - listed as New Business- includes matters of a general nature	<p>Definition: means new business or a matter not related to an item on the draft agenda pertinent to the business of the Region that may be of an urgent nature or require direction from Council or committee or report back to a future meeting of Council or committee. A member may, with the consent of majority vote of the members present, introduce a motion under Other Business which due to its urgent nature cannot properly be presented at a future meeting of Council or committee.</p>	Listed on agenda but not defined	General Information/Other Business at Committee Only but not defined	Agenda includes Other Business/Comments of Members but not defined

Item	Niagara Region (2010)	Durham Region (2018)	City of Vaughan (2011)	Peel Region (2022)	York Region (2018)	City of Hamilton (2021)	Region of Halton (2019)
Motions/Notice of Motion	Notice shall be given either at a meeting of Council but not debated until the next regular meeting of Council or Delivered to the Clerk not less than 7 days prior to the date of the meeting at which the motion will be introduced	Same provisions as Niagara	silent	No matters can be added at a meeting except for Notices of Motion to be heard at the next or subsequent meetings or directions to staff to provide a report at a subsequent or future meetings of Council, except that a motion arising from a local municipal council of an urgent nature may be presented to Regional Council or committee and may be received without notice.	Notice of Motion – must be moved and seconded, can only be made at Committee of the Whole	at a meeting of Council or Committee, but shall not be debated until the next meeting of Council or Committee; or (ii) delivered to the Clerk at any time before noon on the last business day preceding the date of the meeting at which the notice of motion is to be introduced.	Notice must be provided except in Committee. Any motion or other business may be introduced for consideration of Council provided that it is made clear that to delay such Motion or other business for consideration at an appropriate Committee or future Council Meeting would not be in the best interest of the Region and that the introduction of the Motion or other business shall be upon an affirmative vote of two-thirds (2/3) of the Members of Council present.