



# qathet

## REGIONAL DISTRICT

**SECTION 1            CORPORATE POLICIES**

**POLICY                1.20**

**SUBJECT              NOTICE OF MOTION**

**ADOPTED             April 29, 2026**

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### **1. POLICY STATEMENT:**

This policy establishes a clear process by which members of the qathet Regional District Board, and members of Regional District Standing and Select Committees, may submit Notices of Motion for consideration at future Board or Committee meetings.

The purpose of this policy is to provide guidance to members on when, how, and why to use a Notice of Motion, and to support orderly, transparent, and well-informed decision-making. This policy is intended to reduce procedural uncertainty, discourage the introduction of complex or substantive matters without prior notice, and ensure adequate time for review, public transparency, and informed deliberation by the Board and its Committees.

### **2. SCOPE:**

**2.1.** This policy applies to members of the qathet Regional District Board of Directors and to Standing and Select Committees established by the qathet Regional District Board of Directors.

### **3. AUTHORITY TO ACT:**

**3.1.** This policy is established pursuant to the *Local Government Act, the Community Charter* and the qathet Regional District's Board Procedure Bylaw, and any amendments thereto, which authorize the Board to regulate its own assembly proceedings, and agenda processes.

### **4. DEFINITIONS:**

**4.1. "Member"** means a member of the qathet Regional District Board of Directors duly elected or appointed and continuing to hold office or a member of a qathet Regional District Board Committee appointed by the qathet Regional District Board of Directors.

**4.2. “Motion”** means the formal proposal by which business is brought before a meeting of the Board, including resolutions.

**4.3. “Notice of Motion”** means a written notice provided by a Member of their intention to move a substantive motion at a future meeting, for the purpose of advance notice, transparency, and staff review.

## **5. POLICY:**

### **5.1. When a Notice of Motion is Required**

5.1.1. A Notice of Motion is required to ensure adequate staff review, procedural fairness, and informed decision-making where a proposed matter:

- a) Is not already on an agenda, nor scheduled for a future agenda.
- b) Is complex or has policy, bylaw, legal, financial, or operational implications.
- c) Would reasonably require staff analysis or a report.
- d) Is not urgent and does not meet the criteria for inclusion as a late item under the Board Procedure Bylaw.

### **5.2. When a Notice of Motion is Not Required**

5.2.1. A Notice of Motion is not required for:

- a) Procedural motions arising directly from business already on the agenda;
- b) Routine or administrative matters that do not have material policy, financial, legal, or operational implications; or
- c) Urgent matters that qualify as late items under the Board Procedure Bylaw.

## **6. PROCEDURE:**

### **6.1. Drafting the Notice**

6.1.1. The Notice of Motion submission will include:

- a) The topic and purpose of the motion.
- b) A description outlining in, 200 words or less, the intention or purpose of the motion, including the issue being addressed and the rationale for bringing the motion forward.
- c) Whether the topic is to be considered in an open or closed meeting. In the case of a closed meeting, the applicable subsection of section 90 of the *Community Charter* must be included.
- d) The meeting and date at which the member intends to provide the Notice of Motion.
- e) The proposed motion wording, which articulates the desired outcome, stated clearly, and in simple action-oriented terms.

- f) The requested meeting type and date for debate of the motion.
- g) A Notice of Motion may be provided to the Assembly either at the Committee meeting where the item will be debated or at a Board meeting, provided that at least seven (7) clear days elapse between the notice being given and the meeting at which the item will be considered.

## **6.2. Submission Timeline**

- 6.2.1. To be accepted, the Notice of Motion must be submitted in writing to the Corporate Officer:
  - a) No later than the agenda submission deadline set out in the Board Procedure Bylaw.
  - b) Submitted in written form via email.

## **6.3. Multiple Notices on the Same Topic**

- 6.3.1. Where two or more Directors submit Notices of Motion on the same or substantially similar topic, staff shall work with the Directors to determine whether the Notices may be consolidated.
- 6.3.2. Where consolidation is appropriate, the Directors shall jointly submit a single Notice of Motion in accordance with this policy.
- 6.3.3. Where consolidation is not feasible, each Notice of Motion shall be placed on the agenda in the order in which it was received by the Corporate Officer, based on date and time of submission.

## **6.4. Agenda Placement**

- 6.4.1. The Corporate Officer or designate will:
  - a) Review the Notice of Motion for correct form and clarity, without altering its substance or intent; and
  - b) Place it on the agenda under “New Business” or such other heading as the Corporate Officer considers appropriate under the Board Procedure Bylaw.

## **6.5. Introduction at the Meeting**

- 6.5.1. At the meeting:
  - a) The Director shall read the Notice of Motion once recognized by the Chair.
  - b) No debate, questions, or commentary occur on the Notice of Motion, except for procedural clarification through the Chair.
  - c) The motion outlined in the Notice of Motion will be formally scheduled for a future meeting under the appropriate heading as determined by the Corporate Officer.
  - d) No amendments are permitted at this stage.

- e) The Corporate Officer shall record the Notice of Motion in the meeting minutes.

## **6.6. Between Notice and Debate**

- 6.6.1. The Director may amend or withdraw their Notice of Motion at any time prior to it being debated.
- 6.6.2. Any substantive change to a motion after the Notice of Motion has been submitted and before the item is debated invalidates the original Notice of Motion and requires a Notice of Motion to be served again.

## **6.7. Debate and Decision**

- 6.7.1. At the scheduled meeting:
  - a) The Director who provided the Notice of Motion shall be provided first opportunity to formally move the motion.
  - b) A seconder is required.
  - c) Debate and amendments must proceed in accordance with the Board Procedure Bylaw.
- 6.7.2. Any Director may move to refer the motion to staff for a report to assess potential implications, including financial, policy, administrative, legal, or operational considerations.
  - a) A motion to refer is in order at any time while the main motion is under consideration.
  - b) The motion to refer requires a seconder.
  - c) If the motion to refer is adopted, the matter is referred to staff and the main motion is deferred, pending the staff report.
  - d) If the motion to refer is defeated, consideration of the original motion resumes and the Board shall proceed to debate and vote on the motion.
- 6.7.3. If the matter is referred to staff:
  - a) Staff shall report back to the Board at a future meeting as soon as practicable with a written report outlining any financial, legal, policy, administrative, or operational implications associated with proceeding with the motion.
  - b) Upon receipt of the staff report, the Board shall resume consideration of the motion and proceed to debate and vote, as appropriate.

## **6.8. Lapse of Notice of Motion**

- 6.8.1. If a Notice of Motion is not debated within two (2) regular meetings after it is introduced, it shall be deemed withdrawn unless the Board or Committee resolves otherwise.