

### NOTICE OF MOTION CHECKLIST – GUIDANCE

The checklist is a tool intended to support the sponsor of a Notice of Motion. The items listed below are important considerations when crafting a Notice of Motion. It is also intended to support other Members of Council, as the same considerations are important when reaching a decision on a Notice of Motion.

The checklist is therefore an opportunity for the sponsor to:

- consider what advice might be helpful to them in formulating their proposal; and
- share key points about the advice received with their Council colleagues, to inform their deliberations.

This document is recommended to be provided to City Clerks alongside every Notice of Motion and will become part of the Corporate record. It is at the discretion of the sponsor to decide with whom to consult and what information to include.

Title of the Motion: \_\_\_\_\_

Financial and Other Resource Capacity	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the estimated cost to do this work? Does the current approved budget have the funds necessary to do the required work? If not, where will the funds for this work come? To complete this work will other work planned or currently underway need to be delayed or stopped?	
Legal / Legislative	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was a member of Law consulted about the content of the Notice of Motion? Did the lawyer indicate that legal advice in regard to this matter should be discussed with the Committee and/or Council? Is the work being directed within the purview of The City of Calgary? Is this work aligned with the MGA or other legislation? Are there any other legal considerations in this proposal?	

Technical Content	Yes <input type="checkbox"/> No <input type="checkbox"/>
With whom did you consult to ensure appropriate wording and clarity of direction? What technical advice did you receive?	
Procedural	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does this work support or conflict with current Council-directed work? Will a reconsideration be required? Was City Clerks consulted, if necessary, as to the procedure required to direct this work? Could this work be directed via another route (e.g. annual budget adjustment, strategy updates, Administrative Inquiry)?	
Other Considerations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please describe any other considerations applied when crafting this Notice of Motion, or any other advice sought or received.	