

NOTICE OF MOTION CHECKLIST – GUIDANCE

Below are some sample questions for Members of Council to consider when reviewing a Notice of Motion and completing the checklist outlined in Attachment 3.

Financial and Other Resource Capacity

- 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

- 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?

Technical Content

- With whom did you consult to ensure appropriate wording and clarity of direction?
- What technical advice did you receive?

Procedural

- 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)?
- **If this Notice of Motion is confidential, include the rationale and the appropriate FOIP statement.**

Other Considerations

- Please describe any other considerations applied when crafting this Notice of Motion, or any other advice sought or received.

Urgency Rationale

- **Why is this Notice of Motion considered urgent?**