

## NOTICE OF MOTION CHECKLIST

The checklist is a tool intended to support the sponsor(s) of a Notice of Motion. The items listed below are important considerations when crafting and submitting 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(s) 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(s) to decide with whom to consult and what information to include.

Title of the Motion:

### COUNCIL SPENDING ON FEDERATION OF CANADIAN MUNICIPALITIES CONFERENCES

There are two classifications of a Notice of Motion (Check the one that applies):

☐

Regular

☒

Urgent (Include details in Urgency Rationale box below)

☐

Is this Notice of Motion Confidential? (Include details in Procedural box below)

#### Financial and Other Resource Capacity

In 2019, the expenses for the FCM conference totaled more than \$30,000. The implementation of this Notice of Motion would allow for significant cost savings.

#### Legal / Legislative

n/a

Technical Content
See below. Reconsideration may be required.
Procedural (Including reasons for confidentiality)
<p>On 2018 January 29, in a Motion Arising, Council directed the Co-ordinating Committee of the Councillors' Office to draft a Council policy with respect to travel for future Federation of Canadian Municipalities and Alberta Urban Municipalities Association conferences attended by Councillors occurring at the taxpayers' expense and return to Council no later than 2018 Q3.</p> <p>More than two years have passed without the work in the Motion Arising being completed, requiring further action from Council.</p>
Other Considerations
Without action on this matter, Council risks the continued erosion of public trust.
Urgency Rationale
Council members are presently making arrangements for attendance to the conference, and if parameters are to change, the decision must be made as soon as possible.