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: **Bylaw Setback Reform**

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
Some staff resourcing will be required for this work. City Administration confirmed this work will require engagement to be fully-informed by and properly communicated to Calgarians. There is sufficient room in the current approved budget to fund engagement. The work can be accommodated within Community Standard's current workplan.
Legal / Legislative
Law was engaged on the Notice of Motion and further involvement will be required in drafting a bylaw.

Technical Content
City Administration has the existing in-house skillsets to conduct the work directed by this Notice of Motion.
Procedural (Including reasons for confidentiality)
This work does not conflict with other current Council-directed work.
Other Considerations
Community Standards, Law, and the Gender Equity, Diversity, and Inclusion groups were engaged on the drafting of this Notice of Motion, with feedback reflected in the final version.
Urgency Rationale
Not applicable.