

### 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:

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

There are portions of this direction which *may* require additional resources. This may include budget for adjustments to software, communications, research and engagement. Some potential changes, including changes to teams or bylaws may require additional resourcing as well. If and when additional resources are required that cannot be accommodated under existing budgets Administration will report back to the appropriate Committee or Council with the request.

#### Legal / Legislative

There is a high likelihood of City Legal resources being required for potential bylaw amendments. Law has been engaged in drafting the Notice of Motion and will be consulted throughout the processes identified.

Technical Content
<p>Subject Matter Experts from all business units affected were contacted as part of the Notice of Motion and their input has been reflected accordingly. SMEs will continue to be engaged throughout the processes identified.</p>
Procedural (Including reasons for confidentiality)
Other Considerations
<p>There are aspects of this Notice of Motion which may accomplished in shorter timespans and others that may take longer. As a result the direction was drafted to allow ample time to complete all the direction with the understanding that Administration will report back as required on shorter timeframes to ensure that work is operationalized in appropriate timeframes.</p>
Urgency Rationale