

## 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:                      Establishing the Council Services Committee

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 administrative resources are required to prepare the bylaw amendments.

The Council Services Committee would require support from City Clerks to staff meetings. Meetings of the committee are expected to be relatively infrequent, and therefore should not require the level of support from Clerks expected of, for example, a standing policy committee.

### Legal / Legislative

It is within Council's purview to create new committees. The City Clerk's Office and Law & Legislative Services were consulted in the drafting of this Notice of Motion.

### Technical Content

N/A
Procedural (Including reasons for confidentiality)
N/A
Other Considerations
<p>This Notice of Motion offers additional clarity on governance for Council services over and above the improvements to transparency and accountability implemented in the last two years. It offers Calgarians an opportunity to scrutinize the services made available to elected officials and to ensure that they are appropriate and sufficient for the service of Calgarians.</p> <p>The Notice of Motion does not seek to duplicate any previous governance models that may have been used to oversee Council services.</p>
Urgency Rationale
N/A