

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
The goal of this motion is to ensure City policies are aligned to legislative requirements and support achievement of organizational strategic direction ultimately making the City's operations more efficient and reducing barriers for the businesses and citizens who interact with the City. It proposes a program that will liaise with subject matter experts on policy and governance in various areas of the Corporation on an ongoing basis. To achieve this goal the motion asks administration to prepare a One Calgary budget ask for two full-time resources to support the establishment and on-going maintenance of the Service Policy and Governance program.
Legal / Legislative
City of Calgary policies are often connected to and influenced by legislation. The City's legal resources have been consulted extensively over the course of the consultation and pilot project for this program and are likely to be involved in the development of a permanent Service Policy and Governance Program.

Technical Content
This notice of motion is informed by a successfully implemented pilot project, and professional third-party consultation. Subject matter experts have been consulted at every step of the way of this multi-year process, including those who possess expertise in specific areas of policy, or policy development and management in general. Background information can be found in items: • PFC2018-1300 • PFC2019-0160 • PUD2020-0285 • PFC2020-0769
Procedural (Including reasons for confidentiality)
N/A
Other Considerations
N/A
Urgency Rationale
N/A