

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: **Notice of Motion Title**

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 financial implications are for two temporary FTE's to be funded out of the FSR for Partnerships and Corporate Planning and Performance. The rationale for the FSR is that originally, the identified funding source was part of the remaining surplus to allow for a review of the Civic Partners program. Since any remaining surplus will be deposited into the FSR, this allows for Administration to get to work as soon as possible.
The second financial implication is that this new program will allow for a more streamlined way of viewing the ROI on our civic partners socially, economically, and environmentally. This would allow for us to review our partner grants to ensure they are performing to the expectations laid out in our Council's Strategic Direction. This could lead to the appropriate rightsizing of budgets, or adjustments of the allocations to maximize ROI for dollars offered through the grant program.
Legal/Legislative

No concerns were raised internally.

Technical Content

N/A

Procedural (Include reasons for confidentiality)

Other Considerations

Urgency Rationale

The urgency is due to the time required to complete this work to align with our budget cycles. To respect the team doing the work, shifting this NoM past the 2022 year would result in a delay in the work that would prevent completion by the 2023 November Budget adjustments.

In doing so, this delay would result in an impact to our ability to maximize ROI, but also limit the ability to build stronger relationships with our external partners by preventing them from appropriately planning their own finances strategically for the next three years.

Finally, this item was shared with Council in advance of budget, so there was ample time and discussions on the concept prior, so while it is urgent procedurally, it has had ample time for review.