

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
Request has been shared with Director, Calgary Transit and response received.
Legal / Legislative
Not applicable; standard naming policy agreement

Technical Content
Not Applicable; signage renaming only
Procedural (Including reasons for confidentiality)
Institutional Naming on City
Other Considerations
Urgency Rationale
Not Applicable