

### 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)

**NO**

Is this Notice of Motion Confidential? (Include details in Procedural box below)

Financial and Other Resource Capacity
Consulted with CFO Male and Director Assessment/Tax Edwin Lee. 2024 Municipal Tax Levy Exemption - \$11,391.76 and request for Province of Alberta to cancel all of the 2024 provincial portion of the property taxes of \$6,185.58.
Legal / Legislative
Consulted with Lawyer 3 Shawn Swinn, no concerns.
Technical Content
NA

Procedural (Including reasons for confidentiality)
Other Considerations
Urgency Rationale
Notice of Motion delayed due to technical issues in transmission to Councillor's Office. Must be authorized by Council before the 2024 Property Tax due date.