

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):

X Regular

Urgent (Include details in Urgency Rationale box below)

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

Financial and Other Resource Capacity
Funds and resources are not currently available in the 2024 Service Plan and Budget. Approval of this Notice of Motion will require Administration bring forward an amendment to the Mid-Cycle Adjustments to the 2023-2026 Service Plans and Budgets for Council's consideration to fund and resource the above work.
Legal / Legislative
Law has advised that this Council direction not be specific to any particular public participation or engagement initiative and be limited to policy, protocols and practices.
Technical Content

NA
Procedural (Including reasons for confidentiality)
Law will advise Council on legal considerations.
Other Considerations
Urgency Rationale
Direction must be given at October Regular meeting to allow Administration to prepare budget responses in November Mid-Cycle Budget Adjustment Review Period.