

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: **Designated Heritage Property Tax Assessment Class**

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
Please refer to Notice of Motion.
Legal / Legislative
Consulted the Chief Operating Officer to bring this forward. Worked with Administration to ensure legal and legislative compliancy.

Technical Content
Worked with Administration to determine technical requirements. Consulted Heritage Calgary to determine their technical requirements.
Procedural (Including reasons for confidentiality)
In support of current council directed work. No reconsideration is required, this is an alternative method of achieving previously approved council direction that has not been enacted. City Clerks consulted.
Other Considerations
None.
Urgency Rationale