

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 Checklist Template - HMCS Calgary 30th Anniversary and Ongoing Calgary Salutes Support.docx

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
There is a small but direct financial impact on the budget as we are asking for one time funding. The travel budget is already within the current budget so no additional funding would be needed for that item.
Additionally, there could be an ongoing financial impact as we are asking for a report back on year over year funding for Calgary Salutes Committee. There will also be a small amount of resourcing needed to complete that report but believe it can be done within existing workplans.
Legal / Legislative
No legal implications

Technical Content
We have conferred with Admin and have confirmed the mechanisms for both one time funding and the report back.
Procedural (Including reasons for confidentiality)
This NoM is supporting long standing work of both the Calgary Salutes Committee the Friends of HMCS Calgary Committee both which are tasked with solidifying the ship to shore relationship and raising awareness of Calgarians to the Canadian Forces.
Other Considerations
With the exception of the Council travel budget, all funding will be matched or exceeded with private donors and corporate sponsors. Additionally the report back on year over year funding is part of a larger conversation around funding and paid positions on other Boards, Commissions and Committees within the City of Calgary.
Urgency Rationale