

## 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:                      NoM Checklist - Adequately Funding the Ward Community  
Event Fund FINAL .docx

There are two classifications of a Notice of Motion (Check the one that applies):

☐ **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
The NoM proposes transferring funds from the Council Innovation Fund to WCEF. Finance has reviewed the NoM and flagged that there is a pending application for CIF funds. There is currently one known CIF application in the queue. If approved, the proposed NoM would leave adequate funding in CIF to support the pending application.
Legal / Legislative
Sent for review

Technical Content
N/A
Procedural (Including reasons for confidentiality)
N/A
Other Considerations
<p>Council Services has been consulted.</p> <p>Recommendation #1 isn't an approved use based on the Terms of Reference for the CIF. However, since this isn't an application, the ToR doesn't strictly apply in this case. This NoM mirrors the approved motion from the 2024 Mid-Cycle Adjustments to move funds out of CIF to Council Community Fund to leverage unused funds for direct community benefit.</p>
Urgency Rationale
N/A