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 - Combatting MDM.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
No financial resource required upon approval of NoM, a budget ask will be developed for the upcoming budget cycle. If approved at budget, the work would proceed.
Legal/Legislative
The item was reviewed extensively by administration. No legal issues are present in the NoM.
Technical Content
N/A
Procedural (Include reasons for confidentiality)
N/A
Other Considerations
Urgency Rationale –