

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):

- Regular
- Urgent (Include details below)

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

Outline any financial and other resource capacity concerns
CAPACITY & Budget to be determined Before Council.
What business unit or department did you consult with for any legal or legislative advice?
PLANNING & DEVELOPMENT / LEGAL

Click or tap here to enter REPORT NUMBER.

Attachment 1

What business unit or department did you consult with about the technical content of this Notice of Motion?
PLANNING & DEVELOPMENT
Identify procedural concerns below (including requirements for bring back motions or confidentiality requirements due to specific provisions of the <i>Access to Information Act</i>):
Are there any other considerations?
Provide your rationale for submitting this Notice of Motion as an Item of Urgent Business