

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
<p>Resource capacity: the City Clerk has not identified concerns. To implement the desired question period process, an amendment to Procedure Bylaw 42M2025 is required. The City Clerk will be required to prepare a report and an amending bylaw for presentation to Council for adoption. Given that the Notice of Motion directs the City Clerk to bring forward the necessary amending bylaw to the earliest practicable Council meeting, rather than a specific timeline, this work will be incorporated into the existing work plan using existing resources.</p> <p>The proposed new question period process will require manual selection and random draw among interested Members of Council. No additional resources are required; the City Clerk will carry out this function during the Council meetings.</p> <p>Financial capacity: the City Clerk has not identified concerns.</p>
What business unit or department did you consult with for any legal or legislative advice?

<p>What business unit or department did you consult with about the technical content of this Notice of Motion?</p>
<p>City Clerk's Office Add others that you are consulting with</p>
<p>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>):</p>
<p>The City Clerk has not identified procedural concerns with the proposed Notice of Motion.</p> <p>Question period is a long-standing practice at Calgary City Council, and Council has the authority to determine its own procedures for the conduct of business in Council meetings, including question period.</p> <p>To implement the desired question period process, an amendment to Council's Procedure Bylaw 42M2025 would be required.</p>
<p>Are there any other considerations?</p>
<p>Provide your rationale for submitting this Notice of Motion as an Item of Urgent Business</p>

