

# WARD 14 Notice of Motion

## Due Diligence

WARD 14 Contacts: Councillor Landon Johnston: [Landon.Johnston@calgary.ca](mailto:Landon.Johnston@calgary.ca) - 403-999-6710 ----- Laura Pentelbury [EAWARD14@calgary.ca](mailto:EAWARD14@calgary.ca) - 403-268-1653

**Instructions:** Please fill out all required fields. If the NOM is not relevant please select the "NOT APPLICABLE to THE DEPARTMENT" Box and send the form back to [EAWARD14@calgary.ca](mailto:EAWARD14@calgary.ca) within 10 days of receiving it. Please include all the names of individuals who have contributed in the paper trail section at the bottom. Please let [EAWARD14@calgary.ca](mailto:EAWARD14@calgary.ca) know if the due diligence for your department/business unit will take longer than 10 days. If you are a sub-department or business unit please forward the information back to your main department contact within 10 days. Please include any additional relevant documents or information along with this Due Diligence form.

**Anticipated Committee:**

**Committee Date:**

Summary of Notice of Motion	Main Category:

**APPLICABLE to DEPARTMENT:**

**NOT APPLICABLE to THE DEPARTMENT:**

<b>Receiving Department:</b>	
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<b>Main Receiving Employee:</b>		<b>Date Received:</b>	
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Financial Concerns

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<b>Technical Concerns</b>

<b>Resource Capacity Concerns</b>

<b>Legal and Legislative Concern</b>

**Procedural Concerns****Additional Concerns**

## Paper Trail

City of Calgary Employee Paper Trail - Name, Business Unit and Date

<b>Name/B U</b>		<b>Date</b>	
<b>Name/B U</b>		<b>Date</b>	
<b>Name/B U</b>		<b>Date</b>	
<b>Name/B U</b>		<b>Date</b>	
<b>Name/B U</b>		<b>Date</b>	
<b>Name/B U</b>		<b>Date</b>	
<b>Name/B U</b>		<b>Date</b>	

<b>Name/BU</b>		<b>Date</b>	
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