



NOTICE OF MOTION
CC 661 (R2013-10)

Revised
NM2015 – June 17

RE: CONSTRUCTIVE USE OF COUNCIL & ADMINISTRATION'S TIME

COUNCILLORS PETER DEMONG

WHEREAS efficient use of Council and Administration time is of utmost importance,

AND WHEREAS current scheduling of Council meetings often requires Administrative overtime,

AND WHEREAS there is a potential to incur up to \$6,900 in Administrative overtime costs and up to \$2,500 in other incidental costs for every Council meeting as currently scheduled,

AND WHEREAS agendas from Land and Asset Strategy and a good portion of the agenda from the Standing Policy Committee on Utilities and Corporate Services originate from the same business units,

AND WHEREAS Civic Partners are often uncertain as to when to schedule their Annual General Meetings to accommodate heavy Council schedules and ensure required quorum,

AND WHEREAS Council calendars are adopted on Organizational Day each October,

NOW THEREFORE BE IT RESOLVED that the following be referred to the City Clerk:

- a. Scheduling of City Council meetings from Monday 9:30 a.m. to 6 p.m. and if necessary continue on the following Tuesday morning from 9:30 a.m. until 6 p.m
- b. The idea of adding to future Council Calendars one Friday every quarter for potential Civic Partner AGMs in order to efficiently schedule more than one AGM on a given day.

To return with an option for incorporation in the 2016 Council Calendar along with any necessary Procedure Bylaw amendments at the 2015 October 19 Organizational Meeting of Council,

AND FURTHER BE IT RESOLVED that the City Clerk investigate and consult with Council and Administration on combining the Standing Policy Committee on Utilities and Corporate Services and the Land & Asset Strategy Committee to form one committee and to report back to the Regular Meeting of Council 2015 July 27.

Signature of Member(s) of Council

NOTICES OF MOTION

Sections 119 and 50(2) and (3), of the Procedure Bylaw 44M2006 states as follows:

- 119(1) A Member, wishing to introduce a new matter for consideration, shall submit the motion in writing to the City Clerk in accordance with section 50(2) of this Bylaw. A Notice of Motion must stand on its own and cannot have attachments. Supporting documents may be distributed at the meeting with approval of the Mayor
- (2) On a Two-Thirds (10) Vote, the requirement for Notice contained in subsection (1) may be waived. However, the matter would then be considered as Urgent Business.
- (3) Subject to subsection 50(2), all Notices of Motion received by the City Clerk shall be added to the Agenda of the next Regular Business Meeting.

SUBMISSION DEADLINE - See City Clerk's website for deadline dates.

- 50(2) all submissions in response to advertised Public Hearing matters, the titles and report numbers of all administrative reports **and the signed Notices of Motion from Members for the Agenda of a Regular Business Meeting shall be in the Office of the City Clerk no later than 10:00 a.m. on the Thursday, two (2) Thursdays before the Meeting.** No late submissions from the public shall be accepted and Reports or **Notices of Motion not received by the stated deadline can only be added to the Agenda as Urgent Business.**
- (3) when the date for receipt of submissions falls on a statutory holiday, the date for receipt shall be the following business day.

LATE NOTICES OF MOTION (URGENT BUSINESS - GREEN SHEET)

Late Notices of Motion are distributed to Council the Friday before the Council meeting as a "Green Sheet" Urgent Business item for information only, and require Two-Thirds affirmative vote to be added to the Agenda.

PROCEDURE AND FORMAT

Notices of Motion received by the deadline will be numbered and forwarded in the Agenda to the next Regular Business Meeting of Council.

The format for Notices of Motion is as follows:

- TITLE OF NOTICE OF MOTION
- SPONSORING COUNCILLOR(S) NAME(S)
- WHEREAS
- AND WHEREAS
- NOW THEREFORE BE IT RESOLVED
- AND FURTHER BE IT RESOLVED

- Email copy to City Clerk's, (cityclerk@calgary.ca)
- no justification to right-hand margin
- font Arial 11 pt.
- no attachments