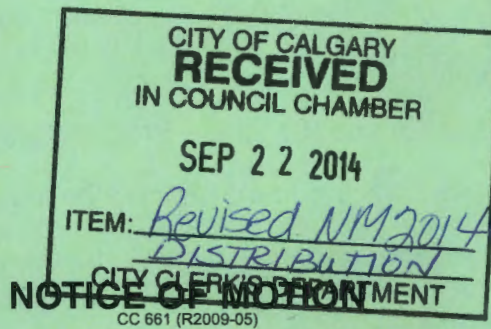




THE CITY OF
CALGARY
CITY CLERK'S OFFICE



2014-37

NM

09/22/2014

**RE: WORKPLACE ALCOHOL & BUSINESS EXPENSES OF CITY OF CALGARY ELECTED
OFFICIALS**

Councillor Diane Colley-Urquhart

WHEREAS the City of Calgary Administrative Policy on the "*Reimbursement of Meal and Hosting Expenses*" implemented in 2010 May defines the business rules for allowable meals, hosting and alcohol expenses for all City employees and contract employees, and

WHEREAS the payment for meals, hosting and limited permitted alcohol expenses is subject to the provisions of this policy plus an additional nine (9) policies, and

WHEREAS the scope of this policy applies to those employees incurring expenses from attendance at meetings, events, or corporate functions that are related to City business, and

WHEREAS failure to adhere to this policy may result in the requirement for reimbursement to The City for any inappropriate expense incurred, and/or disciplinary action, and

WHEREAS Section 3.6 of the above noted policy states that "Alcohol expenses for business meetings can only be permitted with City funds in the event a meeting meets all of the following criteria"

- a. The meeting involves third parties (i.e. non-City), external agencies or organizations; and
- b. Alcohol consumption is reasonable, and

WHEREAS Section 3.7 states that "No alcohol expense will be paid by City funds for any meeting that is attended by only City staff. Any alcohol consumed will be at the attendees' own expense, cannot be claimed as an eligible expense and will not be reimbursed," and

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 ALDERMAN/MEN NAME(S)

WHEREAS

AND WHEREAS

NOW THEREFORE BE IT RESOLVED

AND FURTHER BE IT RESOLVED

- e-mail copy to City Clerk's, Secretariat Clerk
- no justification to right-hand margin
- font Arial 11 pt.
- no attachments



NOTICE OF MOTION

CC 661 (R2009-05)

WHEREAS the City of Calgary Administrative Policy on "*Substance Use*" implemented in 2008 April outlines The City's expectations and processes regarding the use of alcohol and/or legal or illegal substances that impact employees', contractors' or volunteers' ability to perform their duties professionally, safely and efficiently, and

WHEREAS neither of these policies currently apply to Members of City Council, and

WHEREAS it is common corporate/business practice to have a workplace alcohol policy,

NOW THEREFORE BE IT RESOLVED THAT:

1. **Section 3.6 and 3.7 of the "*Reimbursement of Meal and Hosting Expenses*" apply to all members of Council.**
2. **That breaches of either policy by a Member of Council would follow the same process as that outlined in the Ethical Conduct Policy for Members of Council and**
3. **Members of Council may continue to host appreciation events for volunteers and/or members of the public service.**
4. **The City Auditor in consultation with Administration be directed to review both current policies regarding use of alcohol during work hours and expensing of alcohol for all city employees, and in that analysis consider other leading best practices such as that applied by the City of London and examples from the private sector, and report back through the Priorities and Finance Committee no later than 2015 January with recommendations for Council consideration.**

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 ALDERMAN/MEN NAME(S)

WHEREAS

AND WHEREAS

NOW THEREFORE BE IT RESOLVED

AND FURTHER BE IT RESOLVED

- e-mail copy to City Clerk's, Secretariat Clerk
- no justification to right-hand margin
- font Arial 11 pt.
- no attachments