
BRIEFING NOTE -- Costs to Process Notices of Motions

Issue/Background:

- The Secretariat Unit of the City Clerk's Office processes Notices of Motions and Condolence Motions submitted to City Council, as part of its meeting management responsibilities.
- On January 5, 2006, the Administration Committee asked the City Clerk to provide information on the cost to process Notices of Motions for submission to the Committee on January 20, 2006.
- The average cost to process Notices of Motion for each Council meeting is approximately \$6,750. This is comprised of \$750 in photocopying costs, \$3,800 in staff time for Secretariat staff, and \$2,200 in staff time for Financial Planning staff.

Key Points:

- Notices of Motions are submitted to the City Clerk's Secretariat before and during City Council meetings. On average, there can be between 35 and 40 Notices of Motions at a Council meeting, but can reach more than 60 motions. At the December 2005 Council meeting, for example, Council considered 66 Notices of Motions.
- Notices of Motions received by the deadline, 5 business days before a meeting, are processed and distributed with the main Council agenda (255 copies are printed and distributed across the city). Motions received after the main deadline and up to 2 p.m. on the first day of Council are included in the supplementary agenda package distributed on the second day (120 copies are printed and distributed). Motions received after the supplementary deadline are distributed during the Council meeting, with the consent of Council (110 copies are printed and distributed).
- All Notices of Motions submitted to the City Clerk require some reformatting in order to comply with template requirements. The majority require substantial reformatting. Secretariat staff must also conduct research to confirm what provisions of Council Procedures apply to the Motions, including reconsideration provisions. Depending on when Motions are received, reformatting and research often result in significant staff overtime or lieu time.
- For the purposes of this Briefing Note, Notices of Motions submitted over the past two years were summarized in four categories:
 - Motions received by the main agenda closing, 5 business days before a Council meeting,
 - Motions received by the supplementary agenda closing, 2 p.m. on the first day of a Council meeting,
 - Motions received after 2 p.m. on the first day of a Council meeting, and
 - Condolence Motions.

- The following chart shows the number of notices of motions for each category in 2004 and 2005:

Notices of Motions – 2004 and 2005

Received by Main Agenda Closing	Received by Supplementary Agenda Closing	Received after Supplementary Agenda Closing	Condolence Motions	Total Motions Processed
2004				
9	234	97	48	403 (including 15 brought forward from a previous meeting*)
2005				
40	232	82	44	439 (including 41 brought forward from a previous meeting*)

* Only new Motions have been included for percentage purposes. Motions brought forward from a previous meeting (Motions on notice, Motions postponed, etc.) have been included in the total Motions processed as they do account for some reformatting work by the Secretariat.

- Condolence Motions accounted for 10% to 12 % of total Motions processed during this period.
- Only 6% of Notices of Motions were submitted by the main agenda deadline.
- 59% of motions was submitted by the 2 p.m. supplementary deadline. Due to the extremely short turnaround time on the supplementary Motion package, it is often necessary for Secretariat staff to work until 11 p.m. to midnight on the first day of Council to prepare the package for distribution the following morning.
- The balance of the Motions - 23 % - was submitted after the supplementary deadline.
- The average cost to photocopy Notices of Motions (main and supplementary agendas) in the last quarter of 2005 was \$750.00 per meeting. With an average of 10 meetings a year, the approximate cost to photocopy Notices of Motions on the main and supplementary agendas is \$7,500.00. Depending on the number of Motions submitted to a meeting, this number can be higher or lower. It should also be noted that 23 % of Motions are submitted after the supplementary deadline and are photocopied separately in the Council Chamber, at a higher cost of printing than the main and supplementary agendas.
- It takes approximately 64 hours of Secretariat staff time per meeting to process Notices of Motions at a cost of \$3,800 (including salaries and benefits). This represents the time spent preparing the Motions for Council’s consideration. With an average of 10 meetings a year, the approximate staff costs are \$38,000. Depending on the volume of Motions at a particular meeting, more or less staff time is required.

- Chapter 27, Council Procedures, requires the Deputy City Manager and Chief Financial Officer to submit a Fiscal Impact Statement for Notices of Motions. All Notices of Motions are submitted to Financial Planning, with the majority of Motions submitted early the morning of the second day of a Council meeting. Finance staff estimate the following costs for staff time to prepare Fiscal Impact Statements:
 - 31 hours staff time per meeting for total meeting cost of \$2,200
 - Average of 10 meetings per year for total cost of staff time (including salaries and benefits) of \$22,000.

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