

ITEM 7

MANAGER'S REPORT NO. 54

COUNCIL MEETING Sept. 2/75

RE: COUNCIL AGENDAS

On August 5, 1975, Council requested staff to comment on a suggestion that agendas be a) distributed to members of Council on Thursdays, and b) made available to citizens and the news media on Fridays. It was understood that regular meetings of Council would continue to be held on Mondays.

Our present policy requires correspondence from the public to be referred to the next meeting of Council if it is received in the Clerk's Office by noon on Thursdays; correspondence received after this cut-off date is deferred for one week. If we distribute agendas earlier, the policy would have to be changed so that the cut-off is effective as of noon on Wednesdays.

It would, of course, also be necessary to advance by one day the cut-off for the submission of reports from departments to the Manager's Office. As many such reports are considered to contain information that require Council's immediate consideration, there would quite likely be a desire to have submitted more supplementary items than members of Council can reasonably read in the few minutes that are available before meetings begin on Mondays. Further, advancing the distribution of agendas will cause a delay in consideration of matters by Council because we will have one less day for a staff report to be prepared. The importance of the extra day should not be overlooked.

The primary benefit to be derived from an earlier distribution of agendas would be the additional day that Council would have before meetings to study, investigate and consult with staff on any of the numerous items that have been referred for consideration. Another benefit would occur in the Printshop where copies could be produced on normal time in the event of a breakdown (on Fridays). Finally, any overtime that may be required for the preparation of reports would be worked on Thursdays instead of Fridays - an arrangement that would be much more preferable to the employees involved.

It is, however, the Manager's opinion that the disadvantages of delays in getting reports to Council will be greater than the advantages gained.

RECOMMENDATION:

1. THAT the distribution of written material to Council continue to be made on Fridays.