

ITEM

MANAGER'S REPORT NO.

COUNCIL MEETING

20

7

Jan. 31/7

Re: NOTICE OF MOTION - COUNCIL AGENDAS

Appearing on the agenda is a Notice of Motion regarding Council agendas.

If the Motion to advance the distribution of agendas to Council members is passed, certain changes in procedure would be required. The major changes would be as follows:

1. The deadline for receipt of correspondence by the Municipal Clerk would have to be 12:00 noon on Wednesdays. At the present time, all correspondence received by 12:00 noon on Thursdays is referred for consideration at the next Monday night meeting of Council.
2. Minutes are normally typed in final form and forwarded to the print shop for reproduction early on Friday mornings so that they will be ready for distribution to Council with agendas on Friday night. If the Notice of Motion is adopted, the Minutes will have to be available for distribution one day earlier. Such compliance would require the Municipal Clerk to reallocate the duties or change the working hours for some of the stenographic staff in his office, or alternatively, to proceed with the preparation of Minutes as is presently done and have them distributed on Friday nights - separately and one day later than when the agendas would be distributed (on Thursdays).

The major effect of the change as proposed would be on the receipt of correspondence. As noted in Item 1 above, all correspondence is now referred to Council in the same week in which it is received providing that it arrives in the Clerk's office no later than noon on Thursday. If a one day earlier deadline is implemented, some letters that are now being received between noon Wednesday and noon Thursday will be referred to Council one week later than is being done at this time. Also, any reports prepared by staff related to such correspondence would of course also be referred one week later.

This is for the information of Council.

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