

ITEM	8
MANAGER'S REPORT NO.	19
COUNCIL MEETING	1980 03 10

RE: COUNCIL MEETING AGENDAS

The following report from the Municipal Clerk contains information on an inquiry that was made by Council at a special budget meeting on 1980 January 03.

This matter has been reviewed periodically over the years by staff, but not to the depth to which it has been pursued at this time. An analysis of the material that has been received from other municipalities has not provided any suggestions for change to the way in which we are now preparing agendas, and unless directed to the contrary, staff will continue to prepare and distribute agendas in accordance with the procedure that is now being followed.

RECOMMENDATION:

1. THAT the report of the Municipal Clerk be received for information purposes.

* * * * *

To: MUNICIPAL MANAGER Date: 1980 MARCH 04
 From: MUNICIPAL CLERK File: 1910
 Subject: COUNCIL MEETING AGENDAS

RECOMMENDATION:

1. THAT this report be received by the Municipal Council for information purposes.

R E P O R T

At the informal meeting of Council held on 1980 January 03, to discuss the 1980 Provisional Accountability Budget, the Municipal Clerk was requested to write to ten (10) municipalities of comparable size (not restricted to British Columbia municipalities) in order to obtain a sample of their agendas prepared for council meetings.

The following letter was prepared and circulated:

" 1980 January 17

Dear Sir:

The Municipal Council of The Corporation of the District of Burnaby is currently reviewing its policy respecting the format used in the preparation of the Council Meeting Agenda.

In this regard, it would be greatly appreciated if you would forward a copy of a Regular Council Meeting Agenda that is prepared for the Members of Council, along with a copy of an Agenda that is made available to the press, community groups, and the public at large. It is possible that the Agenda prepared for the Council Members is identical to that provided to the public,

in which case we would appreciate receiving only the one Agenda.

135

In addition, would you please answer the following questions which will greatly assist us with our review:

1. Population of your Municipality? _____
2. Number of Council Meetings held per month? _____
3. Number of Agendas prepared for each Council Meeting? _____
4. Is there a charge to the public or community groups in order to obtain an Agenda?
Yes No

If yes amount: _____

5. The printing of the Agenda is done by:
 - (a) Staff Printshop
 - (b) Private printing company
 - (c) Other
6. System of Government:
 - (a) Managerial
 - (b) Council Committee
 - (c) Other

Thank you for your co-operation regarding this matter.

Yours truly,

James Hudson
Municipal Clerk"

Each of the ten (10) cities/municipalities responded to the letter and copies of their agendas are now on file in the office of the Municipal Clerk for viewing by Members of Council.

Attached and forming part of this report is a schedule reporting the answers received respecting the six (6) questions as contained in the foregoing letter.


Municipal Clerk

THE CORPORATION OF THE DISTRICT OF BURNABY

RESULTS OF QUESTIONNAIRE

	<u>District of Burnaby</u>	<u>District of Richmond</u>	<u>District of Surrey</u>	<u>City of Prince George</u>	<u>City of Vancouver</u>	<u>City of Victoria</u>	<u>City of Edmonton</u>	<u>City of Calgary</u>	<u>City of Regina</u>	<u>City of Saskatoon</u>	<u>City of Winnipeg</u>
Population	138,800	100,000	125,000	69,000	417,000	62,500	490,359	530,816	156,132	144,269	600,000
# of Council Meetings per month	Weekly	2	4	Weekly	2-4	2	2	3	Weekly	Weekly	2
# of Agendas prepared for each Council Meeting	110	34(1)*	125	23	125	52(2)*	165	255	41(3)*	62(4)*	100
Fee charged to public for Agenda	n/c	n/c	n/c	25¢ per page	n/c	n/c	\$15.00 per copy	\$300.00 per year	n/c	\$180.00 per year	n/c
Agenda printed by	Staff Printshop	Clerk's Office	Staff Printshop	Staff Printshop	Staff Printshop	Staff Printshop	Staff Printshop	Staff Printshop	Staff Printshop	Clerk's Office	Staff Printshop
System of Government	Managerial	Council Committee	Managerial	Managerial	Managerial	Managerial	Council Committee	Council Committee / Board of Commissioners	Managerial	Managerial / Council Committee	Council Committee

* Notes: See Attached

ITEM	8
MANAGER'S REPORT NO.	19
COUNCIL MEETING	1980 03 10

NOTES

- (1) There are thirty-four (34) Agendas with supporting reports and correspondence prepared for Council, staff, and the press, with thirty (30) Coversheets prepared and handed out in the Public Gallery. No arrangements have been made to prepare full Agendas for community groups and associations.
- (2) The public are provided with Agenda Coversheets only (without attached reports) though a full Agenda is retained at the counter in the office of the Municipal Clerk for public reference.
- (3) All Agendas are identical with Council, the press and civic departments also receiving the back up reports and bylaws, etc. which are attached to the Agendas. The public do not receive the reports with their copy of the Agenda, but after its submission to Council such reports are available to the citizens if they so request.
- (4) The Agenda and back-up material are prepared for distribution to Members of Council, administrative staff, the five public libraries, the local press, and other subscribers to the Council Agenda and Minutes. Ten copies of the complete documents are made available to the general public on the evening of the Council Meeting.

ITEM	8
MANAGER'S REPORT NO.	19
COUNCIL MEETING	1980 03 10

137