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,

The Municipal Council of The Corporation of the District of Burnaby is currently reviewing its policy respecting the format

Dear Sir:

..

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:

information purposes.

At the informal meeting of Council held on 1980 January 03, to discuss the 1980 Provisional Accountability Budget, the Municipal

used in the preparation of the Council Meeting Agenda.

REPORT

RECOMMENDATION: THAT this report be received by the Municipal Council for 1.

MUNICIPAL MANAGER

MUNICIPAL CLERK

Subject: COUNCIL MEETING AGENDAS

To:

From:

RECOMMENDATION:

RE: COUNCIL MEETING AGENDAS

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

the contrary, staff will continue to prepare and distribute agendas in accordance

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

that was made by Council at a special budget meeting on 1980 January 03.

change to the way in which we are now preparing agendas, and unless directed to

The following report from the Municipal Clerk contains information on an inquiry

with the procedure that is now being followed.

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Date: 1980 MARCH 04 File: 1910

1980 January 17

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in whic	h cas	e we	would	apprec		ceiving on	ly the one	Agenda.			195	,
questio						e answer t us with ou	he followin r review:	ıg			135)
1.	Popu	latio	n of y	your Mu	nicipal	ity?						
2.	Numb	er of	Counc	il Mee	etings he	eld per mo	onth?					
3.	Numb	er of	Agend	las pre	epared fo	or each Co	uncil Meeti	ing?				
4.		rder Yes	to obt	ain ar	n Agenda'		munity grou	ıps				
-	_	-	ves amo	-			· ·					
5.			-		Agenda is	s done by:						
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Municipal Clerk

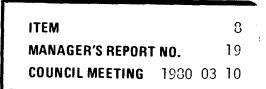
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THE CORPORATION OF THE DISTRICT OF BURNABY

RESULTS OF QUESTIONNAIRE

	District of <u>Burnaby</u>	District of <u>Richmond</u>	District of Surrey	City of Prince George	City of Vancouver	City of Victoria	City of Edmonton	City of Calgary	City of Regina	City of Saskatoon	City of Winnipeg
Population	138,800	100,000	125,000	69,000	417,000	62,500	490,359	530,816	156,132	144,269	600,000
<pre># of Council Meetings per month</pre>	Weekly	2	4	Weekly	2-4	2	2	3	Week1y	Weekly	2
<pre># of Agendas prepared for each Council Meeting</pre>	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 Commissior	-	Managerial /Council Committee	Council Committee



* Notes: See Attached

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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.



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