

ITEM
MANAGER'S REPORT NO. 6
COUNCIL MEETING 92/11/30 74

1992 NOVEMBER 25

TO: CITY MANAGER

FROM: CITY CLERK

SUBJECT: FORMAT OF COUNCIL, BOARD, COMMITTEE AND COMMISSION
AGENDAS AND MINUTES

PURPOSE: To request Council's approval to reformat (downsize)
agendas and minutes for all meetings commencing 1993
January 01.

RECOMMENDATION:

1. THAT effective 1993 January 01, all agendas and minutes for meetings of Council and its Boards, Committees and Commissions be produced on standard 8 1/2" by 11" white paper.

S U M M A R Y

As part of the ongoing process of seeking ways and means of upgrading and/or improving systems of operation, staff have asked the question "are Council and Committee agendas and minutes user friendly"?

This report responds to that question by providing the rationale for a recommended change in format for agendas and minutes. The suggested overall standardization of paper size to 8 1/2" by 11" is in keeping with the format followed by the majority of Lower Mainland municipalities and, more importantly, provides a convenient and practical system of producing and presenting agendas and minutes.

R E P O R T

In virtually every case, correspondence received in the Clerk's Department, (from both internal and external sources) which forms the basis of Council and Committee agendas, is on letter-size paper. Staff in the Clerk's Office have traditionally followed the time consuming process of reproducing all incoming correspondence on legal-size paper in order to be consistent with the legal-size staff reports which also appear on agendas. It is now suggested that the reverse should apply. Further, Staff are of the opinion that it is no longer necessary nor practical to have Committee and Council reports printed on coloured stock.

A random telephone survey was conducted of seven Lower Mainland municipalities and also the G.V.R.D. and the Provincial Ministry of Municipal Affairs, to determine the method of processing, producing and distributing agendas and minutes for their respective meetings. The common factor identified from this survey is that legal-size paper (8 1/2" by 14") is no longer stocked or used for this purpose.

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Standardization of paper size will reduce the necessity of stocking substantial amounts of paper and mailing envelopes in two different sizes in every department and in the printshop; a point to consider when addressing space requirements in City Hall.

This initiative will be particularly convenient when sending out rezoning reports to abutting owners which, for the most part, takes place each month with an average of 500 mailings per month. Rezoning mailings consist of a letter on letter-size paper (white) and a report on legal-size paper (green), both of which are placed in a legal-size envelope. The same scenario occurs when sending correspondence arising from weekly Council meetings.

Maintaining one size of paper will introduce a consistent approach to records management and access which is of particular concern due to pending legislation on "Freedom of Information" which will give the public the right to access internal records.

Staff time will no longer be spent reproducing letter-size correspondence onto legal-size paper. For example, the items of correspondence for an Executive Committee (Grants) agenda may total 100 to 150 letter-size pages. All of this correspondence is reproduced onto legal-size paper in preparation for the agenda.

In terms of visual presentation and convenience, the actual handling of agendas and locating information therein will be simplified. The agendas will be printed such that it will be read as a book as opposed to flipping pages bottom to top. Rather than numbering pages on the top and bottom alternately, all pages will be numbered on the bottom making them more visible and easier to locate.

With specific reference to Council agendas and minutes, Council members will be provided with a 2" D-Ring personalized binder with dividers for each order of business (i.e. delegations, correspondence, reports). Each week, the agenda package will be sent to Council members, three-hole punched and divided into the appropriate sections using coloured dividers. Council members will then insert the material into their respective binders each week as they receive it. Council minutes from the previous Council meeting will also be forwarded to each Council member, three-hole punched and ready to be inserted in the binder. Supplementary agendas may be easily inserted in the binder under the appropriate order of business. A section will also be included in the back of each binder for personal notes and a "month-at-a-glance" diary. A copy of a "Mock-up" Council agenda binder and its contents is available in the City Clerk's Office for Council's examination.

A memorandum dated 1992 October 26 was circulated to the City Manager and the five Directors introducing the proposed reformatting initiative and welcoming any comments or concerns staff may wish to offer. To date, there have been no concerns or negative comments received in this office.

Staff have also been informed that the Planning and Building Department are currently in the process of reformatting the Burnaby Zoning Bylaw to a standard 8 1/2" by 11" document rather than the current smaller version which is inserted in the green binder.

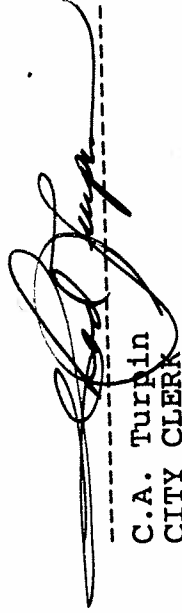
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Conclusion

Reformatting agendas and minutes as recommended in this report is consistent with the guidelines followed by other Lower Mainland municipalities, and in fact, is consistent with other initiatives being taken within our own City Hall.

In recommending this change, it is Staff's hope that it in no way impedes or conflicts with Council members' personal filing of their respective agendas and minutes. In this regard, and for Council's convenience, it is suggested that a copy of complete Council agendas and minutes for each Council meeting be housed in the Councilors Office, commencing 1993 January 01.

If approved by Council, Staff will have the opportunity to facilitate the proposed transition over the next four week period. It is therefore recommended that, as of 1993 January 01, and unless otherwise directed, all Council, Board, Committee and Commission agendas and minutes be produced on standard 8 1/2" by 11" white paper.



C.A. Turpin
CITY CLERK

