

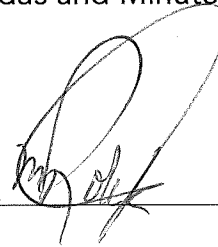
# Staff Report to Council

Administrative Services

FILE: 01-0340-50/19

REPORT DATE: November 29, 2019      MEETING DATE: December 10, 2019  
TO: Mayor and Council  
FROM: Kate Barchard, Corporate Officer  
SUBJECT: Council Policy C039 'Distribution of Agendas and Minutes' Update

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



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RECOMMENDATION(S): THAT Council:

- A. Approve amended Council Policy C039 'Distribution of Agendas and Minutes' as presented at the December 10, 2019 special (public) meeting of Council; OR
- B. Other.

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## PURPOSE

To present Council with minor amendments to the 'Distribution of Agendas and Minutes' Council Policy C039 for review and consideration.

☐ Information Report      ☒ Decision Report      ☐ Direction Report

## DISCUSSION

### Background:

Council Policy C039 speaks to the expectations and protocol for the distribution of agendas and minutes for meetings of Council and the Engagement and Priorities Committee. This policy was flagged for review as part of the overall policy review process this past year, as it was last revised in 2015.

Staff have transitioned the policy into the new policy template, refreshed the language, and included the following amendments:

- Simplified the name of the policy;
- added new components, including a policy statement, scope statement, exclusion statement, and roles and responsibilities;
- removed reference to a printed copy of the agenda reserved for the press, as media outlets prefer to reference online versions of the City's agenda packages; and
- added further details to the inclusion of minutes in agenda packages and the posting of minutes on the City's website.

Overall, the amendments are minor and do not change the original intent of the policy.

#### Relevant Policy, Bylaw or Legislation:

Council's Procedure Bylaw references Policy C039 for protocol and procedures related to the distribution of Council agendas and minutes (see sections 16 [Agendas]).

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#### COUNCIL STRATEGIC PLAN ALIGNMENT

☒ Principled Governance   ☐ Balanced Economic Prosperity   ☒ Corporate Excellence  
☐ Community Spirit & Wellbeing   ☐ Transportation & Infrastructure Initiatives

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#### FINANCIAL IMPLICATIONS

☐ None   ☒ Budget Previously Approved   ☐ Referral to Business Planning  
☐ Other

Costs related to the production of agendas and minutes are covered through the Administrative Services annual operating budget.

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#### PUBLIC PARTICIPATION

☒ Inform   ☐ Consult   ☐ Involve   ☐ Collaborate   ☐ Empower

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#### KATZIE FIRST NATION CONSIDERATIONS

Referral   ☐ Yes   ☒ No

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## SIGN-OFFS

Written by:

Kate Barchard, Corporate Officer

Reviewed by:

Mark Roberts, CAO

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## ATTACHMENT(S):

- A. AMENDED Council Policy C039 – Distribution of Agendas and Minutes
- B. CURRENT Council Policy C039 – Distribution and Provision of Council Meeting Agendas and Minutes

## COUNCIL POLICY C039

01 - Administration

**Distribution of Agendas and Minutes**

Effective Date:	June 1, 1993
Revised Date:	September 4, 2012
Revised Date:	February 17, 2015
Revised Date:	XX, 2019

**1. Policy Statement**

Council agendas and minutes are provided to Council members, City employees, and members of the public in a timely manner that supports the business of the City and encourages openness and transparency.

**2. Purpose**

To outline expectations and protocol for the distribution of Council agenda packages and minutes.

**3. Scope**

This policy applies to agendas and minutes for all Council meetings, including Engagement and Priorities Committee (EPC) meetings.

**4. Exclusions**

This policy does not apply to City committee meetings (please see Council Policy C102 – 'City Committees').

**5. Policy****5.1 Roles and Responsibilities**

- 1) The Legislative Services team, under the direction of the Corporate Officer, is responsible for the production and distribution of all Council agenda packages and minutes.

**5.2 Procedures and Guidelines**

- 1) Subject to subsection 2, Agenda packages for regular and special Council meetings, as well as EPC meetings, will be made available to each member of Council by 4:30 p.m. on the Friday prior to the

meeting. Dependent on stated preference, agendas will be provided in hard copy, placed in the Council member's mailbox, and/or provided in soft copy through an online platform, with confirmation of availability sent via email.

- 2) If extenuating circumstances prevent the delivery of a Council or EPC agenda by 4:30 p.m. on Friday, the agenda package will be provided to Council as soon thereafter as possible.
- 3) Meeting minutes will be included as part of the next respective agenda package, whenever possible, for Council's review and adoption. Council meeting minutes will be approved at future Council meetings, while EPC minutes will be approved at future EPC meetings.
- 4) Agenda packages for public Council and EPC meetings will be posted on the City's website for public access as soon as possible after delivery to Council members.
- 5) Minutes for public Council and EPC meetings will also be posted separately to the City's website within 10 business days of each respective meeting.
- 6) Five (5) hard copies of each public agenda package will be printed and made available at City Hall to the public, at no charge, on a first come first serve basis. Additional copies may be provided for a fee as outlined in the Fee Setting Administration Services Bylaw No. 2575.
- 7) One copy of each public agenda package will be provided to the Pitt Meadows Public Library for reference purposes.
- 8) Anyone wishing to have the agendas or minutes mailed to them must pay the related photocopying fees in advance and provide self-addressed, stamped envelopes to the Legislative Services team for this purpose.

### 5.3 Definitions

- 1) **Agenda Package** means the agenda outline and all corresponding reports and attachments as identified on the agenda outline.

## **6. Related Policies**

C102 - City Committees



COUNCIL POLICY C039

01 - Administration

**Distribution and Provision of Council Meetings Agendas & Minutes**

Effective Date: June 1, 1993  
Revised Date: September 4, 2012  
Revised Date: February 17, 2015

**Purpose:**

To outline public access to Council Agenda packages and minutes and any costs associated therewith.

**Policy:**

1. No later than Friday, at 4:30 P.M., prior to a Regular Council, Special Council or Committee Meeting, the Corporate Officer must deliver a copy of the agenda to each member of Council either in their Council mail box or via electronic means.
2. Copies of the agenda itself, with the back-up material, and the minutes of Council and Committee Meetings shall be posted on the municipal website, as soon as possible after delivery to Council members.
3. One reference copy of the agenda (printed in colour), with back-up material, shall be made available for public viewing at the Municipal Hall reception counter, and the local Library. Anyone wishing to have extracts made of any item shall pay the per page copy charge as outlined in the municipal Administrative Services Fees bylaw or Library charges as applicable.
4. Approximately five (5) hard copies of the agenda itself, with the back-up material (printed in black and white), shall be made available to the public, at the Municipal Hall reception counter, without charge and shall be made available to the public on a first come first serve basis.



5. Additional copies of the agenda, with back-up material, and/or of the minutes, shall be made available to the public upon request upon payment of the applicable photocopying fee as outlined in the municipal Administrative Services Fees bylaw.
6. At least one copy of the agenda with back-up material will be made available for the press without charge and marked as such.
7. Anyone wishing to have the agendas or minutes mailed to them must pay the related cost (if any) in advance and leave self-addressed, stamped envelopes with the Clerk's office for this purpose.