

## Early Agenda Distribution Pilot Timeline

At the August 13, 2018, Executive Committee meeting, the following motion was passed:

That the August 13, 2018, Office of the City Manager report [CR\\_5325](#), be referred back to Administration to conduct interviews with Members of Council and Administration to:

- identify report release issues and suggestions
  - timeline and release of Agendas and reports
  - notification of reports on status
  - capacity for report development
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At the March 18, 2019, Executive Committee meeting, the following motion was passed:

That Executive Committee recommend to City Council:

That the March 18, 2019, Office of the City Manager report [CR\\_5325rev](#) be re-routed to the April 29, 2019, Council Services Committee meeting.

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At the April 29, 2019, Council Services Committee meeting, the following motion was passed:

That the following Motion on the Floor and the March 18, 2019, Office of the City Manager report CR\_5325rev, be referred to Administration to bring:

- Implications of agenda distribution of City Council and Standing Committee agendas at least ten clear days prior to the meeting
- Options and details regarding a pilot for the above that could run in the fall of 2019

**Moved S. Hamilton (Made at the April 29, 2019, Council Services Committee meeting)**

That Administration return to City Council with amendments to Bylaw 18155, Council Procedures Bylaw, to provide for:

- a. Agenda distribution of City Council and Standing Committee agendas at least ten clear days prior to the meeting.
- b. Agenda distribution at a set time (noon), unless exigent circumstances exist.

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At the July 15, 2019, Council Services Committee meeting, the following motions were passed:

That Council Services Committee recommend to City Council:

That Administration proceed with a pilot project for the early distribution of agendas, as set out in Attachment 1 of the July 15, 2019, Office of the City Manager report CR\_7206, with the early release of agendas to begin for the August 19, 2019, round of meetings.

That the motion on the floor be referred to Administration with a report back, including a survey of Council and Administration on the pilot, in the first quarter of 2020.

**Moved S. Hamilton (Made at the April 29, 2019, Council Services Committee meeting):**

That Administration return to City Council with amendments to Bylaw 18155, Council Procedures Bylaw, to provide for:

- a. Agenda distribution of City Council and Standing Committee agendas at least ten clear days prior to the meeting.
- b. Agenda distribution at a set time (noon), unless exigent circumstances exist.

At the July 16, 2019, City Council Meeting, the following motion was passed:

That Administration proceed with a pilot project for the early distribution of agendas, as set out in [Attachment 1](#) of the July 15, 2019, Office of the City Manager report [CR\\_7206](#), with the early release of agendas to begin for the August 19, 2019, round of meetings.

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At the March 20, 2020, Special City Council meeting, the following motion was passed:

6. That the early Agenda Release pilot approved at the July 16, 2019, City Council meeting, be suspended until further notice.