

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
-

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.

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.
-

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.

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.