



Item.....
Meeting ..... 2015 May 25

## COUNCIL REPORT

**TO:** CITY MANAGER

**DATE:** 2015 May 06

**FROM:** CITY CLERK

**SUBJECT: PROCEDURE BYLAW AMENDMENT**

**PURPOSE:** To amend Procedure Bylaw No. 11714 to change the time of availability of Council meeting agendas.

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### RECOMMENDATION:

1. **THAT** the proposed amendment to Procedure Bylaw No. 11714 to change the time for publishing the Regular Council agenda be approved in principle, and the City Solicitor be authorized to bring forward the required bylaw amendment.

### REPORT

#### 1.0 BACKGROUND

Section 14(3)(i) of the Burnaby Procedure Bylaw, 2004 provides that the agenda of Regular Council meetings must be made available for viewing by the public at 12:00 p.m. on the Friday of the week preceding each such meeting.

#### 2.0 DISCUSSION

It is current practise of the City Clerk's Office to have the agendas for Regular Council meetings prepared and distributed to Council members on the Thursday preceding the respective Council meeting. This ensures that Council members receive the agenda well in advance of the meeting and also meets the requirements of S.14(1) which provides that the agendas of Regular Meetings be delivered to Council members at least three days before the time of the Regular Meeting.

In turn, the agendas for Regular Meetings are published to the City's website by 12:00 p.m. on the Friday preceding the meeting.

While this procedure is intended to give Council members some opportunity to familiarize themselves with the agenda prior to such agenda becoming publicly available, experience shows that it would be better if the public release of the agenda was delayed to end of day of Friday, at 4:30 p.m.

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From: City Clerk  
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This proposed change would provide Council members with a little more time on Fridays to review the agenda and reports before receiving calls from the public and media, and avoid situations where they may not have had an opportunity to do so prior to being asked to comment on issues and proposals.

For the same reason, and following this bylaw change, the agendas for Boards, Committees & Commissions will be published to the City's website on Monday for all meetings scheduled for the current week. Council will be provided with these agendas on Thursday or Friday of the preceding week as they become available.

### 3.0 TIMELINE

Once Council adopts a resolution to amend the Procedure Bylaw, the bylaw will come forward for three readings. Following the three readings a Notice of Amendment and explanation of the purpose of the Amendment will be advertised in accordance with Section 94 of the Community Charter. The advertisement will be placed in a newspaper circulating locally, once each week for two consecutive weeks. The bylaw would then return to Council for reconsideration and final adoption.

Dennis Back  
CITY CLERK

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cc: City Manager  
Deputy City Manager  
City Solicitor