

Distribution of Agendas and Minutes

Effective Date: June 1, 1993
Last Revised: July 23, 2024

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

The purpose of this policy is to outline expectations and protocols 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 (see Council Policy C102 – 'City Committees').

5. Policy

5.1 Definitions

- (a) **Agenda Package** means the agenda outline and all corresponding reports and attachments as identified on the agenda cover page.

5.2 Roles and Responsibilities

- (a) 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.

5.3 Procedures and Guidelines

- (a) Subject to subsection 2, Agenda packages for all public Council meetings, including 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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, 2012.
- (g) Revised agendas will be communicated as soon as possible and distributed in accordance with this policy and the Council Procedure Bylaw.
- (h) Members of the public wishing to have the agendas or minutes mailed to them must pay the related photocopying and postage fees in advance.

6. Related Policies

C102 - City Committees
Council Procedure Bylaw 2939, 2023