



Corporate Report

NO: R101

COUNCIL DATE: May 12, 2003

TO: Mayor & Council DATE: May 8, 2003
FROM: City Clerk FILE:
SUBJECT: Council Agendas with Linked Reports on the
Internet

RECOMMENDATION

1. That the information be received.
2. That Council rescind Policy No. D-20 and D-21 restricting the distribution of Agenda packages for the media and the public to 1:00 p.m. on the day of the Regular Council meeting.

BACKGROUND

In February, Legislative Services, with the assistance of Information Technology launched the *ihost* program to make available to the public, our data base of Council minutes and By-laws. We felt that the *ihost* program best met our needs, as the program gave us the ability to link the Agenda to various documents contained in the Council package.

DISCUSSION

Enhanced Access to Documents

The program has been working well for Legislative Services, and we have added substantially to the documents available through the internet. To date, Council minutes and By-laws dating back to 1989, and Corporate Reports dating back to 1998 are accessible on the internet through *ihost*. We have now added Committees/Boards and Commissions, as well as Planning Reports (reports only, not attachments) to the information available on the internet. We did not have a data base on Committee/Boards and Commission minutes, so these documents are only available for 2003.

Next Steps:

With a substantial part of the Council package documents on the internet, our next step was to link the agendas to council minutes, committee minutes, corporate reports and planning reports. We have been in the testing stage for three council meetings with this process and it is working well. Therefore, we would like to make this information available to Council and the public via the internet, and will be taking the final step, which is to direct site users to the agendas in folio which will be fully linked.

Staff have also been linking all of the documents that are linked to the agenda to the council minutes when finalized,

so that users looking for information from a previous Council meeting can see the council resolution in the minutes and click on the link to the corporate report to get the background information.

Change Required in Council Policy

Staff will start the linking process at 8:00 a.m. on Monday morning, and as each document is linked, it is going out live on the internet. With the ability to have minutes and reports available as early as 8:00 a.m. on Monday morning, this would require a change to Council Policy. Council Policy D-20 and D-21 which restricts the release of council package information to the media and public to 1:00 p.m. on the Monday of the scheduled meeting should be rescinded. The Council packages would not be available for distribution to the media and public on Friday, as they are in the finalizing stages right up to the end of the day.

CONCLUSION

The project team that has worked on this program is a combination of Legislative Services staff and Information Technology staff. We will continue to work together to make available to the public council information and documents via the internet.

City Clerk