
2024 OPERATING BUDGET BRIEFING NOTE

Cost to Print Agenda Materials for Members

Issue/Background:

- At its meeting on January 16, 17 and 18, 2024, the Budget Committee requested the City Clerk to provide a briefing note on the costs associated with printing agendas and public background attachments for meetings of City Council, Committees that report to Council and Community Councils.
- Public agenda material for meetings of City Council and its Committees is available on the Toronto Meeting Management Information System (TMMIS) at toronto.ca/council. The application was re-launched in 2023 with an improved search function and several accessibility upgrades.
- All agenda material, including confidential attachments to reports and communications from individuals, is also available to Members of Council on the Clerk's Meeting Portal (CMP), an intranet-based application.
- The City Clerk's Office ceased producing, printing and distributing consolidated agenda materials to Members of Council in April 2020, when buildings were closed because of the COVID-19 pandemic.

Key Points:

- If directed by City Council to resume printing and distributing agendas to Members of Council, the City would incur additional printing and staffing costs of \$200,000 in net expenditure which is not included in the 2024 Staff Prepared Operating Budgets for City Clerk's Office and City Council.
 - The cost to print all Council, Standing Committee, Board of Health, and Community Council agendas for all 26 members is estimated at \$112,753, based on a historical review of the average number of agenda pages. Paper and impression costs are variable and depend on the number of copies requested. Fixed costs include equipment, technology, and staff costs.
 - The work to prepare agenda materials for printing and to distribute them to Members requires 1.0 FTE in addition to the 2024 complement, at a cost of \$87,247.
- The costs in 2024 would be prorated for the period in which the service is provided.
- The environmental cost of printing agendas, in terms of paper contributions to the recycling stream, is estimated at approximately 50,000 pages per member annually.

Additional information:

- As requested by the Budget Committee, costs are associated with printing agenda materials for:
 - City Council
 - Etobicoke York, North York, Scarborough, and Toronto and East York Community Councils
 - Executive, Planning and Housing, Infrastructure and Environment, Economic and Community Development, General Government, Audit, Striking, Civic Appointments, and Budget Committee, and the Board of Health
- The cost estimates do not include printing and distribution of Board and Advisory Committee agendas, supplementary materials, communications from the public or confidential materials.
- City Clerk's Office staff can deliver to Members offices at Toronto City Hall within 24 hours of an agenda being published online at toronto.ca/council and on the Clerk's Meeting Portal – once all digital materials are finalized.
- If directed by Council to resume printing agenda material for Members, production could resume one legislative cycle following Council direction.

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