



Government
Frameworks.com



FARMER **AGENDA MANAGEMENT**

DIGITIZING AGENDA PREPARATION & AUTOMATING MEETING WORKFLOWS

Municipal Meeting & Decision Management
delivered by Government Frameworks

MANAGE, PREPARE, IMPROVE

FARMER Agenda Management provides municipalities with a modern digital platform to manage council and committee agendas, reports, approvals, meeting preparation, and public publication.

It replaces email chains, Word documents, and manual processes with a structured workflow that ensures agenda items are properly prepared, reviewed, approved, and published.

FARMER enables municipalities to prepare meetings faster, improve governance, and ensure a complete audit trail for decisions.

What Problem Does FARMER Agenda Management Solve?

Many municipalities still manage council agendas using:

- Email submissions of reports
- Word or PDF agenda packages compiled manually
- Documents stored across multiple folders
- Limited visibility into report approvals
- Last-minute agenda changes before meetings

These environments often contain millions of files with little or no structure.

This creates several challenges:

- Staff spend hours compiling agenda packages
- No structured approval workflow for reports
- Documents can be missed or outdated
- Limited audit trail for decision preparation
- Difficulty tracking follow-up actions after meetings
- Increased governance and compliance risk

The result is significant administrative effort and potential governance gaps in municipal decision-making processes.

FARMER Agenda Management solves these problems by digitizing agenda preparation and automating meeting workflows.



What are the Benefits of FARMER Agenda Management?

DIGITAL AGENDA ITEM SUBMISSION

Staff can submit agenda items using structured online forms.

Benefits:

- Standardized report submissions
- Required information captured consistently
- Supporting documents attached securely
- Reduced back-and-forth communication

AUTOMATED AGENDA PACKAGE CREATION

Agenda packages can be automatically assembled from approved agenda items.

Benefits:

- Significant reduction in staff time preparing agendas
- Consistent agenda formatting
- Reduced risk of missing documents
- Faster meeting preparation

AUTOMATED APPROVAL WORKFLOWS

Agenda items move through structured review and approval workflows.

Examples of workflow steps:

- Department manager review
- CAO review
- Legal review (if required)
- Finance review (if required)

Benefits:

- Clear accountability for approvals
- Reduced governance risk
- Transparent audit trail of decisions

PUBLIC TRANSPARENCY

Agenda packages and approved documents can be published to public portals.

Benefits:

- Improved community transparency
- Easier public access to council information
- Reduced staff time responding to information requests

MEETING RECORD & DECISION TRACKING

FARMER maintains a permanent record of meeting items and decisions.

Benefits:

- Easy access to historical decisions
- Improved records management
- Faster retrieval of council reports
- Enhanced transparency



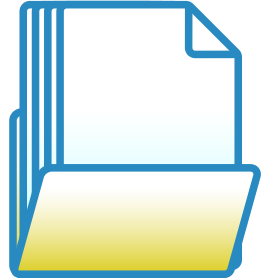
Integrations

ShinyDocs works across a wide range of municipal systems and platforms.

DOCUMENT & RECORDS MANAGEMENT SYSTEMS

Supports integration with:

- Laserfiche
- SharePoint
- Other enterprise records systems



This ensures agenda documents are securely stored and governed according to municipal records policies.



MEETING & COUNCIL SYSTEMS

Agenda packages can integrate with council meeting systems and document portals used for:

- Council meeting distribution
- Tablet-based meeting systems
- Public agenda portals

ACCOUNTING & FINANCIAL SYSTEMS

When financial decisions or budget approvals are included in reports, FARMER workflows can connect to financial documentation and supporting systems.

Examples include:

- Microsoft Business Central
- Vadim iCity
- Diamond / Great Plains
- Other municipal finance systems





Delivered by GovernmentFrameworks.com

Government Frameworks helps municipalities modernize governance through technology.

Our mission is to:

Improve governance through modern technology and services designed specifically for municipal governments.

GovernmentFrameworks delivers solutions across:

- Forms and digital services
- Workflow automation
- Records management
- Information governance
- Executive reporting and analytics



GovernmentFrameworks is an approved supplier through Canoe Procurement Canada, allowing municipalities to procure solutions quickly and compliantly.

Book a Demonstration

Discover how municipalities are managing their agendas and staying on track with FARMER Agenda Management.

