

Memorandum

Date: January 14, 2025
Submitted by: City Manager
Subject: Council Agenda Setting Process

At the November 19, 2024, Governance and Legislation Committee meeting, the following motion arising was passed:

GLC24/027

THAT the City Manager release a memo summarizing the email provided to Council dated November 12, 2024, regarding the process and procedure for setting Council meeting agendas.

This memo outlines background on types of Council meetings, as governed by the *Community Charter* and the Council Procedure Bylaw, and provides information on how Council meeting agendas are established.

Types of Council Meetings

The [Council Procedure Bylaw](#) outlines the time and location of Council meetings, including Regular Council meetings (which are held in accordance with the schedule adopted by resolution by Council on or before December 31 of the preceding year), Council Standing Committee meetings, Public Hearings, and Closed Council meetings. In addition to setting out a number of requirements for Council proceedings, the *Community Charter* ([Community Charter](#)) sets out requirements for calling a special meeting, including that the mayor may call a special council meeting in the mayor's discretion, or two or more council members may, in writing, request that the mayor call a special council meeting. Under the City's Bylaw, Special Council meetings are defined as a meeting of Council other than a Regular Council meeting, for which notice must be given at least 24 hours before the meeting.

All Council meetings are noted on the City website ([Council – City of Port Moody](#)) including the calendar of meetings ([Calendar – City of Port Moody](#)), viewing agendas and minutes, and watching meetings live.

Agenda Setting Process

Council agendas are set by the City Manager, with support and guidance from the Legislative Services team, which is then reflected in the agenda planner.

Agenda items are reviewed and initially triaged onto a Council meeting date by Legislative Services staff, and then reviewed by the City Manager and with the Executive Leadership Team who oversee each department. This process is not static and requires some flexibility, given the many business needs of the City. Agenda items may be moved by the City Manager for many reasons, including the number of agenda items scheduled for each meeting, the completion of reports (for example, sometimes more time is needed by staff to gather and analyze information and prepare a report), the need for legal review, or the availability of consultants. Reports may also be prioritized based on deadlines (for example, grant application deadlines that may

require a quick turnaround and a Council resolution). The overall goal is to move forward the business of the City and ensure that agendas are organized and efficient as possible.

Each week and as an update, the City Manager reviews the agenda planner with the Mayor, or Acting Mayor when the Mayor is absent. The agenda planner is also shared with all of Council on a regular basis so that all of Council is aware of upcoming agenda items. As needed, the City Manager consults with the Mayor – as the the head and chief executive officer of the municipality – to add a Special Meeting or Public Hearing based on needs of agenda items. The Mayor does not set the agenda.

In terms of items that appear on Closed agendas, that is a determination that rests with the City Manager, who bases this on the advice of the City Clerk and Legislative Services team, knowledge of the Community Charter requirements, and as appropriate the advice of the City solicitor. At any time, should Council not wish to consider an item in Closed, Council can discuss removing that item from Closed and placing it elsewhere on a Council agenda.

The recommended resolution is:

THAT the memo dated January 14, 2025, from the City Manager regarding Council Agenda Setting Process be received for information.

Report Approval Details

Document Title:	Council Agenda Setting Process.docx
Attachments:	
Final Approval Date:	Jan 6, 2025

This report and all of its attachments were approved and signed as outlined below:

Stephanie Lam, City Clerk and Manager of Legislative Services - Jan 6, 2025

Anna Mathewson, City Manager - Jan 6, 2025