

### **PURPOSE:**

To identify procedures for the use of the Consent Agenda.

A Consent Agenda is a portion of the Regular Council Meeting agenda which allows non-controversial, routine items which do not require discussion or debate to be grouped together on the agenda and dealt with under one resolution of Council.

### **PROTOCOL:**

Items to be included on the Consent Agenda are initially identified by the originating Department Head and are subject to the concurrence of the Chief Administrative Officer, Mayor and Municipal Clerk. Items considered suitable to be included in the Consent Agenda are generally of a non-controversial nature (i.e. will likely result in a unanimous vote in favour) and will not result in questions, discussion or debate.

The most common types of reports placed on the Consent Agenda pertain to:

- Contract Awards
- New Development Applications
- Lease/Agreement Approvals
- Facility Rental Grants
- Relaxation of Noise Control Bylaw
- Permission to Fill Staff Vacancies
- Miscellaneous Matters which are for Information Only

Any member of Council may request that an item included in the Consent Agenda be removed from the Consent Agenda and dealt with separately. Often a report is removed from the Consent Agenda simply to ask a question and/or seek clarification of some aspect of the report. The usual voting rules will apply to items that are removed from the Consent Agenda. As a means to reduce the number of reports removed from the Consent Agenda to ask a question, Council members are encouraged to contact the relevant staff prior to the meeting, in order to obtain the desired information/clarification.

