

NO: R205

COUNCIL DATE: October 21, 2024

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **October 17, 2024**

FROM: **General Manager, Corporate Services**

FILE: **0550-01**

SUBJECT: **Implementation of a Consent Agenda**

RECOMMENDATION

The Corporate Services Department recommends that Council:

1. Receive this report for information;
2. Approve the implementation of a consent agenda for Council meetings, as generally described in this report;
3. Approve the proposed amendments to the "*Council Procedure By-law, 2004, No. 15300*" as amended, attached as Appendix "I";
4. Authorize the City Clerk to bring forward the proposed bylaw for the required readings; and
5. Direct the City Clerk to give public notice of the proposed amendments to the "*Council Procedures By-law, 2004, No. 15300*" as amended.

INTENT

This report seeks Council's approval to amend "*Council Procedure By-law, 2004, No. 15300*," as amended (the "Bylaw") to implement a Consent Agenda.

DISCUSSION

At the October 7, 2024 Regular Council – Public Hearing meeting, Council passed a motion to direct staff to bring forward a report and amendments to the Bylaw that provide for a consent agenda for non-controversial items while allowing the opportunity for a Council member to remove an item from the consent agenda at the meeting if they wish to have discussion on the item.

Implementation of a Consent Agenda

A Consent Agenda is a procedural tool that allows multiple agenda items to be grouped together for Council consideration with a single vote and resolution. This approach allows Council to efficiently address routine matters that do not require discussion.

Although a bylaw amendment is required to allow the use of a Consent Agenda, having the authority to use this tool does not require Council to use the tool on a regular basis. It is intended to be used from time to time for routine procedural matters only.

Although not an exhaustive list, items that may be considered in a Consent Agenda include:

- Council and committee minutes;
- Reports for information;
- Final adoption of bylaws;
- Issuance of Development Variance Permits that were supported by Council with no opposition received; or
- Routine items under the Clerk's Report.

Prior to voting on the items in the Consent Agenda, a Council member may request the removal of an item from the Consent Agenda for separate consideration if they wish to speak to the item, vote in opposition to the item, or declare a conflict of interest. Items removed from the Consent Agenda will be considered immediately after the Consent Agenda is approved.

The intent of the Consent Agenda is that it be used for non-controversial items only. This is a procedural tool that is used across the province by regional districts and municipalities, including Metro Vancouver, and Vancouver, Burnaby, and Richmond, among other cities.

Legal Services Review

Legal Services has reviewed this report.

CONCLUSION

The implementation of a Consent Agenda is designed to enhance the efficiency and clarity of Council proceedings.

Joey Jatinder Singh Brar
General Manager, Corporate Services

Appendix "I": Proposed amendments to the "*Council Procedure By-law, 2004, No. 15300*"

CITY OF SURREY

BYLAW NO. 21427

A bylaw to amend the provisions of "Council Procedure By-law,
2004, No. 15300", as amended.

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The Council of the City of Surrey enacts as follows:

1. The "Council Procedure By-law, 2004, No. 15300", as amended, is hereby further amended as follows:

a. **Part 3: COUNCIL MEETING AGENDAS**, insert a new sub-section immediately after sub-section 12(d) as follows:

"(e) Consent agenda: Council meeting agendas may include a consent agenda as determined by the City Clerk in consultation with the Mayor and City Manager, and unless otherwise directed by Council. Council may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of the agenda.

At any time prior to the vote referenced above in this section 12(e), a Council member may for the purposes of

- i. debate or discussion,
- ii. voting in opposition to a recommendation on the consent agenda, or
- iii. declaring a conflict of interest with respect to an item on the consent agenda,

request that an item be removed from the consent agenda. The City Clerk must remove the item from the consent agenda and the item will be considered by Council immediately after the consideration of the consent agenda."

2. This Bylaw shall be cited for all purposes as "Council Procedure By-law, 2004, No. 15300, Amendment Bylaw, 2024, No. 21427".

PASSED FIRST READING on the th day of , 2024.

PASSED SECOND READING on the th day of , 2024.

PASSED THIRD READING on the th day of , 2024.

NOTICE OF INTENTION published by posting notice on the City's website from the th day of to the th day of , 2024 and by distributing the notice through the City's email subscription service on the th day of and the th day of , 2024.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the th day of , 2024.

_____MAYOR

_____CLERK