

# Advisory Committee of Council Memo



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Date	February 20, 2024
To	Accessibility Advisory Committee
From	Dylan McMahon, Manager, Legislative Services/Deputy City Clerk
Service Area	Corporate Services
Department	City Clerk's Office
Subject	Addition of Consent Agendas on Future Accessibility Advisory Committee Agendas

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## Purpose

Consistent with the City's [Procedure Bylaw](#), City staff are adding consent agendas to future Accessibility Advisory Committee (AAC) meeting agendas to help streamline AAC procedures and agendas. The purpose of this memo is to explain how a consent agenda works, including how they impact AAC member responsibilities.

## Consent Agendas

A consent agenda is a way for deliberative bodies to handle routine items quickly. A consent agenda is a list of multiple uncontroversial reports that are approved in a single resolution and vote. Members of the AAC can request that an item be pulled from the consent agenda so it can be discussed by the AAC and voted on separately. Consent agendas do not limit the AAC's ability to review, discuss, debate or pass resolutions regarding any items. If a member wants an item pulled from the consent agenda, they can indicate so to the staff liaison and chair in advance of the meeting or verbally at the meeting. Once pulled, the item is discussed at that meeting.

## Process in Meetings

The consent agenda will be the first item on agendas following the call to order, declarations of pecuniary interest, the indigenous territorial acknowledgement and the approval of minutes. The chair will ask AAC members if there are any reports/items from the consent agenda that they would like to pull for discussion. If no reports/items are pulled, then the consent agenda is moved, seconded and voted on with no discussion or debate. If a report/item is pulled, then it is added to the agenda as a regular item, and the remainder of the consent agenda is moved, seconded and voted on with no discussion or debate.

## Typical consent agenda items

It is expected that the consent agenda items will primarily include follow-ups to previous AAC resolutions that close the loop on a past agenda item.

**The Benefit**

A consent agenda helps save time by avoiding individual approvals on routine matters and presentation from staff on items that typically don't need further input from the AAC.

**Author**

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