

DATE OF MEETING |MONTH DAY, YEAR|

AUTHORED BY |JESSICA VANDERHOEF, STENO, LEGISLATIVE SERVICES|

SUBJECT 2020 GOVERNANCE AND PRIORITIES KEY DATE CALENDAR

OVERVIEW

Purpose of Report

To present for the Governance and Priorities Committee’s consideration the draft 2020 Key Date Calendar. |

Recommendation

That the Governance and Priorities Committee recommend that Council adopt the 2020 Governance and Priorities Committee Key Date Calendar.

BACKGROUND

Prior to December 31st of each year, a key date calendar for the upcoming year is prepared for each Council committee or task force. Governance and Priorities Committee (committee) meetings are held bi-monthly on Mondays and commence at 1:00 p.m. Meetings are held in the Service and Resource Centre, Boardroom. Depending on content and the availability of speakers the start time of a meeting may be changed; however, if changed a notice will be provided. |

DISCUSSION

Staff have prepared the attached key date calendar (Attachment A) for the committee’s consideration. The draft Governance and Priorities Committee key date calendar has been prepared in accordance with the committee’s Terms of Reference.

Recent amendments to the “Council Procedure Bylaw 2018 No. 7272” include a clause that no Regular Council Meetings will be held in August to allow for a summer break. Governance and Priorities Committee Meetings have not been scheduled in August in order to align with this schedule; however, special meetings may still be held, if required.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council adopt the 2020 Governance and Priorities Committee Key Date Calendar.
 - The advantages of this option: If adopted the key date calendar would provide meeting dates for 2020 and Staff can begin preparing for these meetings.
 - The disadvantages of this option: None identified at this time.

2. That the Governance and Priorities Committee provide alternate direction regarding the 2020 Key Date Calendar.
- The advantages of this option: The Governance and Priorities Committee could make adjustments to the schedule as needed.
 - The disadvantages of this option: There may be some delays in adopting the Governance and Priorities Committee Key Date Calendar which would delay meetings if not adopted before December 31st.

SUMMARY POINTS

- Committee meetings will be held bi-monthly on Mondays starting at 1:00 p.m. in the Boardroom, Service and Resource Centre.
- No committee meetings have been scheduled for August.
- The 2020 Governance and Priorities Committee key date calendar needs to be adopted prior to December 31st to avoid meeting delays.

ATTACHMENTS:

Attachment A – 2020 Governance and Priorities Committee Key Date Calendar]

Submitted by:]

Sheila Gurrie,
City Clerk]