

DATE OF MEETING | NOVEMBER 20, 2019 |

AUTHORED BY | KELLY GERARD, STENO, LEGISLATIVE SERVICES |

SUBJECT | **2020 ENVIRONMENT COMMITTEE KEY DATE CALENDAR** |

OVERVIEW

Purpose of Report

To present for the Environment Committee's consideration the draft 2020 Key Date Calendar.

Recommendation

That the Environment Committee recommend that Council adopt the 2020 Environment 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. Environment Committee (the committee) meetings are held every 2 months on Wednesdays and run from 5:00 p.m. to 7:00 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 Environment 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. Environment 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 Environment Committee recommend that Council adopt the 2020 Environment Committee Key Date Calendar.
 - The advantages of this option: If adopted the key date calendar would provide meetings dates for 2020 and Staff can begin preparing for these meetings.
 - The disadvantages of this option: None identified at this time.

2. That the Environment Committee provide alternate direction regarding the 2020 Key Date Calendar.
- The advantages of this option: The Environment Committee could adjust the schedule as needed.
 - The disadvantages of this option: Delays in adopting the Environment Committee Key Date Calendar would delay meetings if not adopted before December 31st.

SUMMARY POINTS

- Environment Committee meetings are held every 2 months on Wednesdays from 5:00 p.m. to 7:00 p.m. in the Service and Resource Centre Boardroom.
- No committee meetings are scheduled in August to align with “Council Procedure Bylaw 2018 No. 7272”
- Council, Committee and Task Force key date calendars need to be adopted by December 31st each year to avoid meeting delays.

ATTACHMENTS:

Attachment A – 2020 Environment Committee Key Date Calendar. |

Submitted by:

Sheila Gurrie
Director, Legislative Services |