

DATE OF MEETING November 4, 2020

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR AND DEPUTY CORPORATE OFFICER

SUBJECT **2021 ENVIRONMENT COMMITTEE KEY DATE CALENDAR**

OVERVIEW

Purpose of Report

To request that the Environment Committee recommend Council approve their 2021 Key Date Calendar.

Recommendation

That the Environment Committee recommend Council approve their 2021 Key Date Calendar.

BACKGROUND

Prior to December 31st of each year, committee key date calendars are prepared and presented to Council for approval. The calendar is prepared based on “Council Procedure Bylaw 2018 No. 7272”, Committee Operating Guidelines and the Environment Committee’s Terms of Reference. In accordance with these documents the Corporate Officer determines the schedule of meetings including the day and times. During the beginning of the COVID-19 pandemic meetings were held from 3:00 p.m. to 5:00 p.m. In order to ensure quorum is present for each meeting and that each member is able to participate, meetings in 2021 will be scheduled from 5:00 p.m. to 7:00 p.m. Meetings will be conducted virtually over Zoom. If health recommendations and guidelines change, the Corporate Officer may consider reinstating in-person meetings. The Chair and staff liaisons for each meeting will meet in person, maintaining physical distancing while members participate electronically. When the committee was originally struck, it was determined that meetings would be held every two months and the 2021 key date calendar is consistent with that schedule. Special meetings may be held if required.

DISCUSSION

The Environment Committee is requested to recommend that Council approve their key date calendar as presented. If endorsed by the committee, the recommendation will be forwarded to a Council meeting for approval then invitations will be sent out.

OPTIONS

1. That the Environment Committee recommend Council approve their 2021 Key Date Calendar.

- The advantages of this option: The committee will have a scheduled meeting date and time, reoccurring every two months.
- The disadvantages of this option: The committee may wish to meet more or less frequently than scheduled.
- Financial Implications: The committee has a budget for scheduled meetings.

2. That the Environment Committee provide alternative direction.

- The advantages of this option: The Environment Committee may wish to amend their meeting schedule.
- The disadvantages of this option: Based on direction received Staff would review the suggested alternative to determine if there are sufficient resources such as room, staff and chairperson availability, to accommodate the change.
- Financial Implications: To be determined based on alternative direction. |

SUMMARY POINTS

- The Environment Committee is requested to recommend that Council approve their key date calendar.
- 2021 meetings are scheduled on Wednesdays from 5:00 p.m. to 7:00 p.m. every two months.
- The meeting schedule is prepared based on “Council Procedure Bylaw 2018 No. 7272”, Committee Operating Guidelines and the Terms of Reference.

ATTACHMENTS:

Attachment A: 2021 Environment Committee Key Date Calendar |

Submitted by:

Sheila Gurrie
Director, Legislative Services |

Concurrence by:

Richard Harding
General Manager, Parks, Recreation and
Culture

Dale Lindsay
General Manager, Development Services

Bill Sims,
General Manager, Engineering and Public
Works |