

January 7, 2014

To: Members,
Community Services Advisory Committee

Re: Consideration of Meeting Dates and Times

RECOMMENDATION

1. That 2014 meetings of the Community Services Advisory Committee be held at 5:30 p.m. on the following dates:

January 7 (previously approved)	September 9
April 8	November 25

2. That the first meeting of the Community Services Advisory Committee in 2015 be held on Tuesday, January 13, 2015 at 5:30 p.m.

CONCLUSION

The Committee should review the information contained within this report and confirm the proposed meeting dates for 2014.

BACKGROUND

City Council, at its meeting held on November 25, 2013, approved the meeting schedule for regular Council and Executive Committee meetings for 2014. A calendar which lists approved meeting dates for City Council and the Executive Committee is attached as Appendix "A". Their schedule is set each year in accordance with the provisions of *The Procedure Bylaw, 9004*. Committees of City Council are then asked to establish regular meeting dates and times. The purpose of this report is to facilitate the establishment of 2014 regular meeting dates for the Community Services Advisory Committee.

DISCUSSION

The Community Services Advisory Committee should establish its regular meeting schedule for 2014, with the dates selected:

- to allow timely submission of reports to City Council or other committees
- to avoid conflict with other scheduled meetings, such as the Executive Committee
- to fit the schedules of Committee members.

Based on the above and a review of the regular meeting dates of the Community Services Advisory Committee held last year, it is proposed that regular meetings for 2014 be held on the following dates at 5:30 p.m.:

January 7 (previously approved)	September 9
April 8	November 25

It is also proposed that the Community Services Advisory Committee select a date for its first meeting in January 2015. Based on this year's meeting schedule, it is proposed the Committee hold its first meeting of 2015 on Tuesday, January 6 at 5:30 p.m.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Once all the committees and boards have set their meeting dates for 2014, a calendar will be circulated which includes the meeting dates of City Council and all committees. This calendar will be provided to the local media and any other interested parties who request the information.

DELEGATED AUTHORITY

The Community Services Advisory Committee has the authority to establish a meeting schedule.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jim Nicol', with a stylized, cursive script.

Jim Nicol
Chief Legislative Officer & City Clerk

Attachment