

Our File/N/Réf.           **03 07-07-0017**  
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DATE                       06 June 1997

TO/DEST.                 Members of the  
                               Corporate Services and Economic Development Committee

FROM/EXP.               Committee Chair

SUBJECT/OBJET         **1997 CORPORATE SERVICES AND ECONOMIC  
 DEVELOPMENT COMMITTEE - JULY MEETING AND  
 SUMMER MEETING SCHEDULE**

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**DEPARTMENTAL RECOMMENDATION**

**That the Corporate Services and Economic Development Committee approve the date and time of the July meeting as Thursday, 3 July 1997 commencing at 9:00 a.m.**

**BACKGROUND**

In accordance with Section 8 of the Procedure By-law, "if the day provided herein for a regular meeting of Council (Committee) is a holiday, .... the meeting shall be held on the next following business day, unless otherwise provided by resolution of the Council (Committee)". The regular scheduled meeting of the Committee for the month of July is Tuesday, 1 July 97. However, as this day is a civic holiday, the proposed meeting date is Thursday, 3 July 1997. As the Community Services Committee will be meeting on the Thursday afternoon, the CSED Committee will commence at 9:00 a.m.

In addition, the following is an outline of the summer meeting schedule for the Committee's information. Through co-ordination with the Management Committee, all necessary reports will be forwarded to the appropriate Committees and Council prior to the summer months of late July and August. Therefore, it is recommended that the summer meeting schedule for the Corporate Services and Economic Development Committee be as follows:

17 June 1997	Meeting as scheduled
3 July 1997	Meeting as scheduled Note: Meeting will be held on Thursday 3 July, as 1 July is a holiday. Meeting will commence at 9:00 a.m.
5 August 1997	Meeting cancelled
2 September 1997	Meeting as scheduled
16 September 1997	Meeting as scheduled

In accordance with the Corporate Policy Manual, the Chief Administrative Officer will have special delegated authority to approve contracts and consultant appointments during the period of cancelled meetings. All reports approved under this authority will subsequently be reported to Committee and Council. In addition, should urgent business arise, a meeting could be called.

*Approved by  
Peter Clark*