



# Staff Report

## Administration

---

**Report To:** Sustainability Committee  
**Meeting Date:** August 14, 2019  
**Report Number:** FAF.19.156  
**Subject:** Sustainability Committee Meeting Dates and Times Options  
**Prepared by:** Sarah Merrifield, Executive Assistant Committees of Council

---

### A. Recommendations

---

THAT the Sustainability Committee receive Staff Report FAF.19.156, entitled “Sustainability Committee Meeting Dates and Times Options”;

AND THAT the Sustainability Committee request that Council revise the current Sustainability Committee meeting schedule effective October 1, 2019 to Option \_\_\_\_\_ as outlined in report FAF.19.156.

### B. Overview

---

This report provides the Sustainability Committee “Committee” with options for an updated meeting date and time, effective October 1, 2019.

### C. Background

---

At the July 10, 2019 Committee meeting, the following motion was passed:

THAT the Sustainability Committee direct staff to provide alternate meeting dates and times for the Committee’s consideration to be included in the draft Terms of Reference, Carried.

From this motion, staff reviewed the existing Committee schedules, anticipated 2020 Committee of the Whole/Council and Grey County Council schedules and provide options for scheduling in the Analysis section. Staff are requesting the Committee’s input regarding the preferred option before the revised schedule is approved by Council. The option that is selected, once approved by Council, will be effective from October 1, 2019 onwards.

## **D. Analysis**

---

Currently, the Committee meets on a monthly basis the second Wednesday of the Month at 2:00 p.m. Additional Committee meetings may be called at the discretion of the Chair/Co-Chairs in consultation with the Chief Administrative Officer.

The following options are available for alternate Committee meeting dates/times with the understanding that the Committee will continue to meet on a monthly basis, and any meetings that would be scheduled on Statutory holidays, or during Town Hall closures will be rescheduled.

- Option 1**      Third Monday of the Month, 1:00 p.m.  
                    Tentative Conflicts: Monday, March 16, 2019, Monday September 21, 2019
  
- Option 2**      Fourth Monday of the Month, 9:00 a.m.
  
- Option 3**      Third Thursday of the Month, 1:00 p.m.
  
- Option 4**      Third Thursday of the Month, 3:00 p.m.

Staff recommend the Committee approve one of the scheduling options noted above, and recommend forwarding the revised scheduling information to Council for final review and approval.

## **E. The Blue Mountains Strategic Plan**

---

- Goal #2:          Engage Our Communities & Partners
- Objective #1    Improve External Communication with our Constituents
- Objective #3    Strengthen Partnerships
  
- Goal #4:          Promote a Culture of Organizational & Operational Excellence
- Objective #3    To Consistently Deliver Excellent Customer Service
- Objective #5    Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

## **F. Environmental Impacts**

---

N/A

## **G. Financial Impact**

---

N/A

## **H. In consultation with**

---

Shawn Everitt, Chief Administrative Officer

Corrina Giles, Town Clerk

## **I. Public Engagement**

---

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Sarah Merrifield, Executive Assistant Committees of Council, [committeesea@thebluemountains.ca](mailto:committeesea@thebluemountains.ca).

## **J. Attached**

---

None

Respectfully Submitted,

---

Sarah Merrifield  
Executive Assistant Committees of Council

---

Shawn Everitt  
Chief Administrative Officer

For more information, please contact:  
Sarah Merrifield, Executive Assistant Committees of Council  
[committeesea@thebluemountains.ca](mailto:committeesea@thebluemountains.ca)  
519-599-3131 extension 306