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Memo

To: Ad Hoc Committee on Poverty and Homelessness
From: Oliver Jacob, A/ Client Services Administrative Assistant
Date: January 29th, 2020
Subject: **2020 Schedule of Meetings**

The purpose of this Memo is to outline the proposed 2020 schedule of meetings until the end of May 2020. This timeline follows staff's intention to have a final Report to Council at its May 25th, 2020 Regular Meeting.

Proposed 2020 Schedule of Meetings

Given the estimated timelines for a public survey and presentation to Council, it is proposed that the Ad Hoc Committee consider the below meeting dates. Items to be fulfilled at each meeting are listed beside the date for reference.

The two deviations from the regular monthly meeting schedule are the proposed April 1st, 2020 and May 13th, 2020 meetings which would allow the survey to run for an entire month and permit two weeks of review time between the tabling of the draft report and its final adoption.

- February 26th, 2020 (Approve Public Survey)
- April 1st, 2020 (Review Public Survey Results)
- April 29th, 2020 (Review Draft Report to Council)
- May 13th, 2020 (Approve Final Report to Council)
- May 27th, 2020 (Final Meeting)

All meetings would take place at 3:30 PM in Council Chambers on the second floor of Town Hall (105 Elgin Street West, Arnprior, ON K7S 0A8) unless otherwise noted on each agenda.

If you have any questions, comments or concerns, please do not hesitate to contact me anytime either by telephone at (613) 623-4231 ext. 1819 or by email at ojacob@arnprior.ca.

Sincerely,

Oliver Jacob
A/ Client Services Administrative Assistant