

**MEMORANDUM**

**TO:** Urban Design Task Force

**FROM:** Chrissy White, Legislative Assistant

**DATE:** June 13, 2007

**RE:** **Approval of Amended Meeting Schedule**

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The following are the proposed meeting dates for the Urban Design Task Force. All meetings are scheduled for the first Wednesday of each month, in Halifax Hall, 2<sup>nd</sup> Floor, City Hall.

**\*All meetings at Halifax Hall from 12-2 unless otherwise noted. Lunch provided\***

June 27, Wednesday - "People" - **12-2**

July 18, Wednesday - Final approval of Forums 2 and 3- **11:30- 2:30**

July 31, Tuesday - 6 pm Council Session to adopt Forums 2 & 3 (UDTF members encouraged to attend Council meeting)

August 1, Wednesday - **IF NEEDED**, regular monthly meeting -

August 23, Thursday - Workshop for UDTF and Steering Committee to prepare for Forum 4 (\*\* Day long meeting, 9am-4pm)

September 5, Wednesday - **IF NEEDED**, regular monthly meeting

September 10-12 - Forum 4. Details to follow. Will include some day sessions and some evening sessions.

September 13, Thursday - Forum 4 debrief, jointly with UDTF and Steering Committee.

October 3, Wednesday - **Regular monthly meeting**

November 7, Wednesday - **Regular monthly meeting**

December 5, Wednesday - **Regular monthly meeting**

**\*Forum 5 on Implementation will occur in either early December 2007 or mid-January 2008.**

