The meeting was called to order by TIGHE at 5.05 pm.

CHAMPAGNE moved that the April 23, 2013 agenda be approved as tabled. The motion was seconded by CHELEN.

Vote on Motion 9 / 0 / 0
CARRIED

TIGHE informed the committee about the functions of the first meeting, election process of the chair, and the approval of the Standing Orders.
4. **SELECTION OF THE CHAIR**

BATAL nominated herself for the position of chair.

*BATAL was elected chair through the vote.*

5. **ADOPTION OF STANDING ORDERS**

CHAMPAGNE moved to approve the standing orders without any amendment.

The motion was seconded by HANWELL.

Vote on Motion 9/0/0

*CARRIED*

6. **ADOPTION OF MEETING SCHEDULE**

Meeting schedule: Off-council Tuesdays at 6 pm.

Alternate date: Wednesday at 6 pm.

7. **CONFIRMATION OF NEXT MEETING DATE**

May 15, 2013 at 6 pm.

WOODS moved to approve the meeting schedule.

The motion was seconded by HANWELL.

Vote on Motion 9/0/0

*CARRIED*

8. **ADJOURNMENT**

Meeting adjourned by TIGHE at 5.14 pm.