



Media Release: Friday, September 9, 2016, 4:30 p.m.

## **Regional Municipality of Waterloo**

### **Administration and Finance**

#### **Agenda**

Tuesday, September 13, 2016

Approximately 9:45 a.m. (Immediately following Community Services Committee)

Regional Council Chamber

150 Frederick Street, Kitchener

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- 1. Declarations of Pecuniary Interest under the “Municipal Conflict of Interest Act”**
  - 2. Delegations**
  - 3. Reports**
    - 3.1 [PDL-CAS-16-14](#), 2017 Schedule of Council/Committee Meetings** 2
  - Recommendation:**

That the Regional Municipality of Waterloo adopt the 2017 Council and Committee Meeting Schedule attached to Report PDL-CAS-16-14 dated September 13, 2016.
  - 4. Information/Correspondence**
    - 4.1 Council Enquiries and Requests for Information [Tracking List](#)** 5
  - 5. Other Business**
  - 6. Next Meeting – October 4, 2016**
  - 7. Adjourn**



**Report:** PDL-CAS-16-14

## **Region of Waterloo**

### **Planning, Development and Legislative Services**

### **Council and Administrative Services**

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**To:** Chair Sean Strickland and Members of Administration & Finance Committee

**Date:** September 13, 2016 **File Code:** C05-01

**Subject:** 2017 Schedule of Council/Committee Meetings

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#### **Recommendation:**

That the Regional Municipality of Waterloo adopt the 2017 Council and Committee Meeting Schedule attached to Report PDL-CAS-16-14 dated September 13, 2016.

#### **Report:**

Each year, the following year's Meeting Calendar is brought forward for adoption. This allows Members of Council and Regional Staff to plan appropriately by taking Regional Council and Committee meeting dates into consideration. The legend explains the coding on the calendar and is self-explanatory.

The attached proposal establishes Committee and Council weeks and is provided for discussion purposes. The proposed schedule maintains the three week cycle as established by the Procedural By-law with some exceptions; dates of Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO) conferences, midwinter break, summer break and some statutory holidays. Generally there are no Committee meetings following a holiday however in some instances a Council meeting has been scheduled. The mid winter break coincides with the School Board March Break for 2017. There is a six week summer break planned for 2017.

The proposed schedule has Committees resuming on Tuesday, January 10, 2017. The Final Budget meeting has been scheduled for Wednesday, January 18, 2017.

**Corporate Strategic Plan:**

Establishing meeting dates annually meets Focus Area 5, Service Excellence in the Corporate Strategic Plan.

**Financial Implications:**

Nil

**Other Department Consultations/Concurrence:**

The Regional Chair has been consulted in the preparation of this schedule. The approved schedule will be circulated to the Area Municipal Clerks.

**Attachments**

Appendix A: 2017 Meeting Calendar

**Prepared By: Lee Ann Wetzel**, Manager, Council & Administrative Services/Deputy Clerk

**Approved By: Kris Fletcher**, Director, Council & Administrative Services/Clerk



# Draft 2017 Meeting Calendar

January						
S	M	T	W	T	F	S
BW 1	②	3	4	5	6	7
CW 8	9	10	11	12	13	14
C 15	16	17	18	19	20	21
CW 22	23	24	25	26	27	28
C 29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
BW 5	6	7	8	9	10	11
CW 12	13	14	15	16	17	18
C 19	⑳	21	22	23	24	25
BW 26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
CW 5	6	7	8	9	10	11
BW 12	13	14	15	16	17	18
C 19	20	21	22	23	24	25
BW 26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
CW 2	3	4	5	6	7	8
C 9	10	11	12	13	14	15
BW 16	17	18	19	20	21	22
CW 23	24	25	26	27	28	29
C 30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
BW 7	8	9	10	11	12	13
CW 14	15	16	17	18	19	20
C 21	22	23	24	25	26	27
BW 28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
CW 4	5	6	7	8	9	10
C 11	12	13	14	15	16	17
BW 18	19	20	21	22	23	24
CW 25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
C 2	3	4	5	6	7	8
BW 9	10	11	12	13	14	15
BW 16	17	18	19	20	21	22
BW 23	24	25	26	27	28	29
BW 30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
BW 6	7	8	9	10	11	12
BW 13	14	15	16	17	18	19
CW 20	21	22	23	24	25	26
C 27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
BW 3	4	5	6	7	8	9
CW 10	11	12	13	14	15	16
C 17	18	19	20	21	22	23
BW 24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
CW 1	2	3	4	5	6	7
C 8	9	10	11	12	13	14
BW 15	16	17	18	19	20	21
CW 22	23	24	25	26	27	28
C 29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
BW 5	6	7	8	9	10	11
CW 12	13	14	15	16	17	18
C 19	20	21	22	23	24	25
BW 26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
CW 3	4	5	6	7	8	9
C 10	11	12	13	14	15	16
BW 18	18	19	20	21	22	23
BW 24	25	26	27	28	29	30
BW 31						

- Legend: ○ Holiday    C Council Week    CW Committee Week    BW Blank Week  
 ■ FCM Conference (June 1-4, Ottawa, ON)    ✕ AMO Conference (Aug 13-16 Ottawa, ON)  
 † ❄ Mid Winter Break (March 13-17)  
 ▲ Final Budget Approval:  
 ● Council    ● Committee Week

<b>Council Enquiries and Requests for Information</b>				
<b>Administration and Finance Committee</b>				
<b>Meeting date</b>	<b>Requestor</b>	<b>Request</b>	<b>Assigned Department(s)</b>	<b>Anticipated Response Date</b>
13 Jan 2016 (Budget Committee)	D. Craig	Report listing of Regional programs that are provincially mandated with no additional provincial funding.	COR (Finance)	Sep-2016