

Region of Waterloo
Planning, Development, and Legislative Services
Council and Administrative Services

To: Regional Council
Meeting Date: June 21, 2023
Report Title: 2024 Schedule of Council/Committee Meetings

1. Recommendation

That the Regional Municipality of Waterloo adopt the 2024 Council and Committee Meeting Calendar attached to Report PDL-CAS-23-007 as Appendix “A” dated June 21, 2023.

2. Purpose / Issue:

The Council and Committee Meeting Calendar is set annually in order to plan appropriately for the coming year. This report is to approve and establish the dates for the Committee and Council meetings for the Region in 2024.

3. Strategic Plan:

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

4. Report Highlights:

- The calendar proposes continuing the monthly Council and Committee schedule. Generally, Committee meetings will be held on the second Tuesday and Council on the fourth Wednesday. This provides the public and staff time with time respond to Committee decisions before the following Council meeting, while ensuring that Council is still able to receive agenda packages a week prior to the meeting.
- All Council meetings have been tentatively scheduled for June 21, 2024 and December 6, 2024. All Council meetings consist of all members of Council for the Region and the area municipalities.
- Specific Board of Health meetings were convened during the Covid-19 pandemic. No Board of Health meetings have been scheduled for 2024. Regional Council can fulfill its responsibilities as the Board of Health through the Community and Health Services Committee. Should the need arise the Regional Chair can call a Board of Health meeting during the year.

5. Background:

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.

6. Communication and Engagement with Area Municipalities and the Public**Area Municipalities:**

The Region avoids scheduling meetings on Mondays and on Tuesday evenings as these are traditionally when the area municipal Councils meet. Once the Region produces its annual schedule it is used by the area municipalities in planning their schedules in order to avoid overlaps.

Public:

Nil

7. Financial Implications:

Nil

8. Conclusion / Next Steps:

The Meeting Calendar is a key planning tool for Regional staff to prepare reports for consideration in a timely manner. Advance public notice of the upcoming Committee and Council meetings will provide transparency and encourage public engagement in the municipal decision-making process.

Upon approval of the calendar staff will:

- Post the Meeting Calendar on the website;
- Distribute the Calendar to all Regional Councillors; Senior Management Staff and their support staff; and to the Area Municipal Clerks;
- Send electronic meeting invitations

9. Attachments:

Appendix A: 2024 Meeting Calendar

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