

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

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**To:** Regional Council  
**Meeting Date:** June 19, 2024  
**Report Title:** 2025 Council and Committee Meeting Calendar

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**1. Recommendation**

That the Regional Municipality of Waterloo adopt the 2025 Council and Committee Meeting Calendar attached to Report PDL-CAS-24-004 as Appendix “A” dated June 19, 2024.

**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 2025.

**3. Strategic Plan:**

Establishing meeting dates annually ensures the ongoing function of Council to further all of the objectives of the 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 with time to 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 Councils meetings have been tentatively scheduled for June 13, 2025 and December 19, 2025. All Councils meetings consist of all members of Council for the Region and the area municipalities.

**5. Background:**

Each year, the next 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. The draft calendar has been circulated to the area municipal clerks.

### **Public:**

Staff have checked on the posted schedules for various external boards that Members of Council sit on including the Grand River Conservation Authority, University of Waterloo, Wilfrid Laurier University, and there are no conflicts with their meetings and the recommended calendar.

## **7. Financial Implications:**

The costs for holding Council and Committee meetings are included in the annual operating budget.

## **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; and
- Send electronic meeting invitations.

## **9. Attachments:**

Appendix A: 2025 Meeting Calendar

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**Approved By:** Rod Regier, Commissioner, Planning, Development & Legislative Services