

**The Corporation of the City of Kawartha Lakes**  
**Council Report**

**Report Number CLK2017-008**

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**Date:** October 24, 2017  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:**

**Subject: 2018 Council and Planning Advisory Committee Meeting  
Schedule**

**Author Name and Title: Ann Rooth, Deputy Clerk**

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**Recommendation(s):**

**RESOLVED THAT** Report CLK2017-008, **2018 Council and Planning  
Advisory Committee Meeting Schedule**, be received; and

**THAT** the schedule for Planning Advisory Committee, Council Meetings and  
Special Council Information Meetings for 2018, as outlined in Appendix A to  
Report CLK2017-008 – 2018 Council and Planning Advisory Committee Meeting  
Calendar, be approved.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

A Council and Planning Advisory Committee meeting schedule for the entire year is developed and approved by Council which allows all parties to plan for reports and initiatives coming forward, as well as to assist in other meeting scheduling and vacations. This initiative has been looked upon favourably by Council, Staff and the Public. This report addresses January to December for 2018.

## **Rationale:**

The purpose of this report is to put forward a schedule for 2018 for the benefit of Council, Staff, the public and media, to achieve the following goals:

- a) To provide Council, Staff, the Public and Media with an outline of the Planning Advisory Committee and Council Meeting dates to occur in the 2018 calendar year;
- b) To provide Council with reduced meeting commitments during the summer break period and a break during the Christmas season;
- c) To assist with scheduling of vacations for Council and staff;
- d) To accommodate Councillors and staff attendance at municipal conferences without having a conflict with a council meeting;
- e) To schedule Special Council Information Meetings quarterly to allow for planned presentations and deputations from the public for new items to Council;
- f) To provide one week breaks throughout the year to allocate time for Special Council Meetings, Workshops, Training Opportunities and Strategic Sessions with Council without overburdening Members of Council during regular cycles. This will allow Council the preparation time to participate in these sessions;
- g) To adjust the meeting schedule during October, November and December to accommodate the 2018 Municipal Election; and
- h) To provide the schedule in advance to allow the purchasing staff to plan for reports to Council as required. This has eliminated or reduced the need for any delegation of authority.

Council will note that two Council meeting days, back-to-back, have been set aside in July and August. This is to allow for anticipated report volume prior to and during the summer break.

## **Other Alternatives Considered:**

The schedule is to be a guiding document for 2018. Council has the option to make any revisions to the schedule as they see fit or as circumstances change throughout the year. The schedule includes Special Council Information

Meetings so the public are aware of meeting dates to bring new items or make presentations to Council.

Further, Special Council meetings may be called by the Chair subject to the usual notice and are not included on the schedules.

### **Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:**

The Schedule Guideline will allow Council and staff to deal with issues relating to the adopted strategic plan in an organized manner.

### **Consultations:**

CAO  
Manager of Planning

### **Attachments:**

Appendix A – 2018 Council and Planning Advisory Committee Meeting Calendar



2018 Council and  
Planning Advisory Co

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**Department Head: Ron Taylor, CAO**

**Department File:**