

Additions & Corrections to the Agenda

Additional items to this Agenda are shown under the Addendum heading.

Declarations of Pecuniary Interest

Reports of Committees and Staff

1. Corporate Services - Legislative Services Report 2014-22 dated November 24, 2014 regarding the 2015 Schedule of Meetings and Alternate Acting Mayor Schedule. p. 1

The Commissioner of Corporate Services and the Director of Legislative Services/Town Clerk recommend:

- a) THAT Corporate Services - Legislative Services Report 2014-22 dated November 24, 2014 regarding the 2015 Schedule of Meetings and Alternate Acting Mayor Schedule be received;
- b) AND THAT the December, 2014 and January through December 2015 meeting schedule (attached as Appendix A) be adopted.

Confirmatory By-law

- 2014-57 A By-law to confirm the proceedings of a meeting of Council - p. 18
December 1, 2014.

Adjournment

Addendum

3. Corporate Services - Legislative Services Report 2014-22 dated November 24, 2014 regarding the 2015 Schedule of Meetings and Alternate Acting Mayor Schedule. p. 19

Appendix A has been replaced to identify amendments to the Schedule of Meetings on December 10, 2014 and December 15, 2014.



CORPORATE SERVICES – LEGISLATIVE SERVICES
 TOWN OF NEWMARKET
 395 Mulock Drive
 P.O. Box 328
 Newmarket, ON L3Y 4X7

www.newmarket.ca
 info@newmarket.ca
 905.895.5193

November 24, 2014

CORPORATE SERVICES REPORT – LEGISLATIVE SERVICES – 2014-22

TO: Mayor Van Bynen and Members of Council

SUBJECT: 2015 Schedule of Meetings & Alternate Acting Mayor Schedule

ORIGIN: Andrew Brouwer, Director of Legislative Services/Town Clerk

RECOMMENDATIONS

THAT Corporate Services Report – Legislative Services – 2014-22 dated November 24, 2014 regarding “2015 Schedule of Meetings & Alternate Acting Mayor Schedule” be received; and,

- 1. That the December, 2014 and January through December 2015 meeting schedule (attached as Appendix A) be adopted.**

COMMENTS

The schedule of regular meetings for Committee of the Whole, Committee of the Whole (Public Hearing) and Council has been prepared for Council's consideration and is attached as Appendix A. Special Committee of the Whole and Council Workshop meetings have been included on the schedule for budget and other matters. There may be occasions when additional special meetings are required and the Procedure By-law does provide that special meetings may be called by the Mayor or upon receipt of a petition signed by a majority of the Members of Council.

Variations of the regular schedule include:

- Meetings scheduled on Tuesdays due to statutory holidays, with the exception that there will be no meeting on the Tuesday following the Labour Day holiday; and,
- A Special Committee of the Whole/Council meeting is included for the end of July, if required, to allow for urgent matters.

Review of Council & Committee Schedule

In April 2014, Council directed that the Council and Committee schedule be referred to staff to review in the first two months of the new term of Council; and that such review take into consideration 'frequency of meetings, days/times of the week and summer schedule'. Subject to any further direction by Council, the Clerk will review the Council meeting schedule and a further report on options and considerations will be presented in consultation with senior staff and input from the Mayor and Members of Council.

Alternate Acting Mayor Schedule

The Procedure By-law provides that the Regional Councillor is the Acting Mayor where the Mayor is absent from municipality or if the Mayor is unable to fulfill his or her duties due to illness. Where the Regional Councillor is unable to serve as the Acting Mayor, an alternate Acting Mayor is required and is determined by a procedure set out in the Procedure By-law:

- The alternate Acting Mayor is the Ward Councillor in ascending order of Ward number for each calendar month, starting with Ward 1 following the organization of Council in each new term of Council, based on his or her availability; and,
- Availability is to be provided in writing to the Clerk, and the Clerk's determination of an alternate Acting Mayor is final.

The Acting Mayor and an alternate Acting Mayor have all the rights, powers and authority of the Mayor as Head of Council. An alternate Acting Mayor cannot participate in meetings and vote on matters as a Member of Regional Council.

Appendix B sets out the alternate Acting Mayor schedule as provided for in the Procedure By-law.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report relates to the Well-equipped and Managed link of the Town's Community vision – implementing policy and processes that reflect sound and accountable governance.

CONSULTATION

The Schedule of Meetings calendar, once adopted by Council, will be placed on the Town's website and is regularly updated throughout the year. Also, a notice will be placed on the Town Page advising the public that the full calendar is available for review on the Town's website (weekly editions of the Town Page will provide for a notice of upcoming meetings). A similar procedure will follow should Council amend their schedule in the future.

HUMAN RESOURCE CONSIDERATIONS

There are no human resource considerations associated with this report.

BUDGET IMPACT

There is no budget impact associated with the recommendation of this report.

CONTACT

For more information on this report, contact Andrew Brouwer, Town Clerk at 905 953-5300, extension 2211 or by email at abrouwer@newmarket.ca.



Andrew Brouwer
Director of Legislative Services/Town Clerk



Anita Moore
Commissioner of Corporate Services



DECEMBER 2014 - DRAFT

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 7 p.m. – CL Inaugural (CC)	2	3	4	5	6
7	8 1:30 p.m. – CoW (CC) +/- 3 p.m. CoW (Closed)	9	10 Council Orientation Workshop 9:00 a.m. – 12:30 p.m. (Governance and Council responsibilities, Community Satisfaction Survey Results)(CC) 1:30 p.m. – 4 p.m. (Bus Tour)	11	12	13
14	15 Special CoW (CC) 1:00 p.m. – 4 p.m. (Budget approach, communication plan & schedule) +/- 3 p.m. Special CoW (Closed) (Property in Ward 6, Strategic Properties & Organizational Structure) 7 p.m. – CL (CC)	16	17	18	19	20
21	22	23	24	25 Christmas Day Town Offices Closed	26 Boxing Day Town Offices Closed	27
28	29 Town Offices Closed Soft Close	30 Town Offices Closed Soft Close	31 Town Offices Closed Soft Close			

4

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop



JANUARY 2015 - DRAFT

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	Month of Jan. or Feb., Treasurer meets with new Councillors re: budget process (Time TBC)			1 New Year's Day Town Offices Closed	2	3
4	5	6	7	8 CYFS PIC re: CYFS Master Plan, includes presentation 7 p.m., Art Ferguson Clubhouse	9	10
11	12 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	13	14	15	16	17
18	19 9 a.m. – 2 p.m. CWs (CC) (Committee Structure & Recreation Playbook) 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	20	21	22	23	24
25	26 9 a.m. - 3:00 p.m. - CWs (CC) (strat. properties & strat. planning)	27	28 York Region Orientation	29 York Region Orientation	30 York Region Orientation	31

5



FEBRUARY 2015 - DRAFT

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 9 a.m. – noon CW (CC) (Mandatory compliance training) 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	3	4	5	6	7
8	9 10 a.m. – 2 p.m. CW (CC) (Presentations from Town partners) 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	10	11	12	13	14
15	16 Family Day Town Offices Closed	17	18	19	20	21
22	23 1:30 p.m. – CoW (CC) +/- 3:00 p.m. – CoW (Closed)	24	25	26	27	28

MARCH 2015 - **DRAFT**

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	3	4	5	6	7
8	9	10	11	12	13	14
15	16 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	17	18	19	20	21
22	23 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	24	25	26	27	28
29	30	31				

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(CC) – Council Chambers

CW – Council Workshop

APRIL 2015 - **DRAFT**

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1	2	3 Good Friday Town Offices Closed	4
5	6 Easter Monday Town Offices Closed	7	8	9	10	11
12	13 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed) (Public meeting on remaining fees & charges)	14	15	16	17	18
19	20 2 p.m. – Site Plan Review (CC), if required 7:00 p.m. – CL (CC) (Council approval - Budget & remaining fees & charges)	21	22	23	24	25
26	27	28	29	30		

8



MAY 2015 - DRAFT

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	5	6	7	8	9
10	11 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	12	13	14	15	16
17	18 Victoria Day Town Offices Closed	19	20	21	22	23
24	25 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	26	27	28	29	30
31						

JUNE 2015 - DRAFT

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	2	3	4	5	6
7	8	9	10	11	12	13
14	15 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	16	17	18	19	20
21	22 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	23	24	25	26	27
28	29	30				

10

JULY 2015 - **DRAFT**

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1 Canada Day Town Offices Closed	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 1:30 p.m. – *Special CoW (CC) (if req'd) 7:00 p.m. – *Special CL (CC) *(if req'd)	21	22	23	24	25
26	27	28	29	30	31	

CL – Council

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CW – Council Workshop



AUGUST 2015 - DRAFT

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 Civic Holiday Town Offices Closed	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 1:30 p.m. – CoW (CC)					

12

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SEPTEMBER 2015 - DRAFT

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 Labour Day Town Offices Closed	8	9	10	11	12
13	14 7:00 p.m. – CL (CC)	15	16	17	18	19
20	21	22	23	24	25	26
27	28 1:30 p.m. – CoW (CC)	29	30			

13

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OCTOBER 2015 - **DRAFT**

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5 7:00 p.m. – CL (CC)	6	7	8	9	10
11	12 Thanksgiving Town Offices Closed	13	14	15	16	17
18	19 1:30 p.m. – CoW (CC)	20	21	22	23	24
25	26 7:00 p.m. – CL (CC)	27	28	29	30	31

14

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NOVEMBER 2015 - **DRAFT**

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2	3	4	5	6	7
8	9 1:30 p.m. – CoW (CC)	10	11	12	13	14
15	16 7:00 p.m. – CL (CC)	17	18	19	20	21
22	23	24	25	26	27	28
29	30 1:30 p.m. – CoW (CC)					

15

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CW – Council Workshop



DECEMBER 2015 - DRAFT

November 27, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 1:30 p.m. – CoW – Budget (CC)	8	9	10	11	12
13	14 7:00 p.m. – CL (CC)	15	16	17	18	19
20	21	22	23	24	25 Christmas Day Town Offices Closed	26
27	28 Town Offices Closed Soft Close	29 Town Offices Closed Soft Close	30 Town Offices Closed Soft Close	31 Town Offices Closed Soft Close		

16

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Appendix B to Corporate Services Report – Legislative Services 2014-22

‘Alternate’ Acting Mayor Schedule:

2014		2015		2016		2017		2018	
Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor
December	Ward 1	January	Ward 2	January	Ward 7	January	Ward 5	January	Ward 3
		February	Ward 3	February	Ward 1	February	Ward 6	February	Ward 4
		March	Ward 4	March	Ward 2	March	Ward 7	March	Ward 5
		April	Ward 5	April	Ward 3	April	Ward 1	April	Ward 6
		May	Ward 6	May	Ward 4	May	Ward 2	May	Ward 7
		June	Ward 7	June	Ward 5	June	Ward 3	June	Ward 1
		July	Ward 1	July	Ward 6	July	Ward 4	July	Ward 2
		August	Ward 2	August	Ward 7	August	Ward 5	August	Ward 3
		September	Ward 3	September	Ward 1	September	Ward 6	September	Ward 4
		October	Ward 4	October	Ward 2	October	Ward 7	October	Ward 5
		November	Ward 5	November	Ward 3	November	Ward 1	November	Ward 6
		December	Ward 6	December	Ward 4	December	Ward 2	December	Ward 7

Procedure:

1. An Acting Mayor is required where the Mayor is unavailable to fulfill his duties as Head of Council due to illness or absence from Newmarket.
2. The Acting Mayor is always the Regional Councillor.
3. An ‘alternate’ Acting Mayor is required when the Mayor and Regional Councillor are both unavailable to fulfill Head of Council duties due to illness or absence from Newmarket.
4. Where a Ward Councillor is unavailable to fulfill duties of ‘alternate’ Acting Mayor, next available Ward Councillor in order of Ward number is deemed to be the ‘alternate’ Acting Mayor.
5. Availability is provided to the Clerk in writing and Clerk’s determination of who is considered the ‘alternate’ Acting Mayor is final.
6. Where the Acting Mayor or ‘alternate’ Acting Mayor is required, the Clerk will provide an email notice to Council, the CAO and Commissioners. The notice will include who is assuming Head of Council duties, and the required duration.



CORPORATION OF THE TOWN OF NEWMARKET

BY-LAW NUMBER 2014-57

A BY-LAW TO CONFIRM THE PROCEEDINGS OF A MEETING OF COUNCIL
– DECEMBER 1, 2014.

WHEREAS s. 5(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that the powers of a municipal corporation shall be exercised by its Council;

AND WHEREAS s. 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Town of Newmarket deems it advisable to pass such a by-law;

THEREFORE BE IT ENACTED by the Council of the Corporation of the Town of Newmarket as follows:

1. THAT subject to Section 3 of this by-law, every decision of Council, as evidenced by resolution or motion, taken at the meeting at which this by-law is passed, shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted;
2. AND THAT the execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at that meeting are hereby authorized;
3. AND THAT nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied;
4. AND THAT any member of Council who disclosed a pecuniary interest at the meeting at which this by-law is passed shall be deemed to have disclosed that interest in this confirmatory by-law as it relates to the item in which the pecuniary interest was disclosed.

ENACTED THIS 1ST DAY OF DECEMBER, 2014.

Tony Van Bynen, Mayor

Andrew Brouwer, Town Clerk



DECEMBER 2014 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 7 p.m. – CL Inaugural (CC)	2	3	4	5	6
7	8 1:30 p.m. – CoW (CC) +/- 3 p.m. CoW (Closed)	9	10 Council Orientation Workshop 9:00 a.m. – 12:00 p.m. (Governance and Council responsibilities, Community Satisfaction Survey Results)(CC) 1:00 p.m. – 4:00 p.m. (Bus Tour)	11	12	13
14	15 Special CoW (CC) 1:00 p.m. – 4 p.m. (Budget approach, communication plan & schedule) +/- 3 p.m. Special CoW (Closed) (Property in Ward 6, Strategic Properties) 7 p.m. – CL (CC)	16	17	18	19	20
21	22	23	24	25 Christmas Day Town Offices Closed	26 Boxing Day Town Offices Closed	27
28	29 Town Offices Closed Soft Close	30 Town Offices Closed Soft Close	31 Town Offices Closed Soft Close			



JANUARY 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	Month of Jan. or Feb., Treasurer meets with new Councillors re: budget process (Time TBC)			1 New Year's Day Town Offices Closed	2	3
4	5	6	7	8 CYFS PIC re: CYFS Master Plan, includes presentation 7 p.m., Art Ferguson Clubhouse	9	10
11	12 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	13	14	15	16	17
18	19 9 a.m. – 2 p.m. CWs (CC) (Committee Structure & Recreation Playbook) 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	20	21	22	23	24
25	26 9 a.m. - 3:00 p.m. - CWs (CC) (strat. properties & strat. planning)	27	28 York Region Orientation	29 York Region Orientation	30 York Region Orientation	31

20

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop



FEBRUARY 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 9 a.m. – noon CW (CC) (Mandatory compliance training) 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	3	4	5	6	7
8	9 10 a.m. – 2 p.m. CW (CC) (Presentations from Town partners) 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	10	11	12	13	14
15	16 Family Day Town Offices Closed	17	18	19	20	21
22	23 1:30 p.m. – CoW (CC) +/- 3:00 p.m. – CoW (Closed)	24	25	26	27	28

MARCH 2015 - **DRAFT**

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	3	4	5	6	7
8	9	10	11	12	13	14
15	16 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	17	18	19	20	21
22	23 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	24	25	26	27	28
29	30	31				

APRIL 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1	2	3 Good Friday Town Offices Closed	4
5	6 Easter Monday Town Offices Closed	7	8	9	10	11
12	13 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed) (Public meeting on remaining fees & charges)	14	15	16	17	18
19	20 2 p.m. – Site Plan Review (CC), if required 7:00 p.m. – CL (CC) (Council approval - Budget & remaining fees & charges)	21	22	23	24	25
26	27	28	29	30		



MAY 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	5	6	7	8	9
10	11 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	12	13	14	15	16
17	18 Victoria Day Town Offices Closed	19	20	21	22	23
24	25 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	26	27	28	29	30
31						

JUNE 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	2	3	4	5	6
7	8	9	10	11	12	13
14	15 1:30 p.m. – CoW (CC) +/- 3 p.m. – CoW (Closed)	16	17	18	19	20
21	22 2 p.m. – Site Plan Review (CC), if required 7 p.m. – CL (CC)	23	24	25	26	27
28	29	30				

25

JULY 2015 - **DRAFT**

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1 Canada Day Town Offices Closed	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 1:30 p.m. – *Special CoW (CC) (if req'd) 7:00 p.m. – *Special CL (CC) *(if req'd)	21	22	23	24	25
26	27	28	29	30	31	

26



AUGUST 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 Civic Holiday Town Offices Closed	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 1:30 p.m. – CoW (CC)					

27

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CoW – Committee of the Whole
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CW – Council Workshop



SEPTEMBER 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 Labour Day Town Offices Closed	8	9	10	11	12
13	14 7:00 p.m. – CL (CC)	15	16	17	18	19
20	21	22	23	24	25	26
27	28 1:30 p.m. – CoW (CC)	29	30			

28

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

OCTOBER 2015 - **DRAFT**

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5 7:00 p.m. – CL (CC)	6	7	8	9	10
11	12 Thanksgiving Town Offices Closed	13	14	15	16	17
18	19 1:30 p.m. – CoW (CC)	20	21	22	23	24
25	26 7:00 p.m. – CL (CC)	27	28	29	30	31

29

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CW – Council Workshop



NOVEMBER 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2	3	4	5	6	7
8	9 1:30 p.m. – CoW (CC)	10	11	12	13	14
15	16 7:00 p.m. – CL (CC)	17	18	19	20	21
22	23	24	25	26	27	28
29	30 1:30 p.m. – CoW (CC)					

30



DECEMBER 2015 - DRAFT

November 28, 2014

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 1:30 p.m. – CoW – Budget (CC)	8	9	10	11	12
13	14 7:00 p.m. – CL (CC)	15	16	17	18	19
20	21	22	23	24	25 Christmas Day Town Offices Closed	26
27	28 Town Offices Closed Soft Close	29 Town Offices Closed Soft Close	30 Town Offices Closed Soft Close	31 Town Offices Closed Soft Close		

31

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CoW – Committee of the Whole
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