



TOWN OF MINTO

DATE: July 27, 2016

REPORT TO: Mayor and Council

FROM: Annilene McRobb

SUBJECT: 2017 Council Meeting dates and Christmas Office Closure

STRATEGIC PLAN:

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

12.14 Ensure the Town provides services and facilities accessible to persons of all abilities in compliance with Provincial regulations keeping in mind the needs of the community, ability to pay and best practices of similar municipalities.

BACKGROUND

Holiday Hours

Hours for the 2015 Christmas season saw the Municipal Office closed on the following days and times:

December 24th closed at noon

December 31st closed at noon

December 25th stat holiday

January 1st stat holiday

December 28th stat holiday

In total the office was closed for 3 full days and two half days, but was open December 29, 30 and part of 31..

COMMENTS:

Since Christmas Day and New Year's day both fall on a Sunday Council is asked to determine whether these stat holidays are provided before or after the weekend.

Holiday Hours

There tends to be lower activity in the municipal office between Christmas and New Year's so that we have often operated with a reduced staff when we are open during these periods. Facilities and Public Works staff does have to work some of the statutory holidays depending on event schedules and snowfall.

Because Christmas and New Years are on Sunday in 2016, the office could be closed for three days for the statutory holidays during the week. This would leave two days during which the municipal office could be open. As an alternative, staff recommends the municipal office be closed the entire week of December 26–30. Three statutory holidays would be used during this time; staff would be required to use vacation or banked time to cover the other two days.

Notice of the Office Closure would be posted at the Town Office, on the website as well as published in the newspaper. Public Works staff plows as needed over the holidays. Facilities staff accommodates legacy bookings that have occurred for years (ie New Year's Eve) and any new bookings are scheduled around those events.

Council Meetings 2017

Attached is a draft schedule for Council meetings in 2017 for your consideration. Note that we would be starting on the second week in January as there are 5 weeks in the month. We would schedule one meeting in July and one in August to take into consideration any holidays for Council members.

The first 2017 budget meeting is already scheduled for Tuesday November 22, 2016. The second 2017 budget meeting is shown on the attached list as Tuesday January 24, 2017. The first 2018 budget meeting is tentatively set for November 21, 2017. In 2017 Council would have 24 meetings, including two budget meetings the same as 2016.

FINANCIAL CONSIDERATIONS:

There is no cost for the closure of the municipal office.

RECOMMENDATION:

That the Council of the Town of Minto receives the report regarding 2017 Council Meeting dates and Christmas Office Closure from the Deputy Clerk and that the Council authorizes the closure of the Municipal office from December 26-30 inclusive and further that Council agrees to the 2017 Council meeting dates.

Annilene McRobb
Deputy Clerk