



**TOWN OF MINTO**

**MEETING DATE:** August 13, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Clerks  
**SUBJECT:** CL 2024-010, 2024 Holiday Office Closure, 2025 Council Meeting Schedule, and 2025 Volunteer Appreciation Dinner

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**RECOMMENDATIONS:**

THAT Council of the Town of Minto receives report CL 2023-010, prepared by the Deputy Clerk, regarding 2024 Holiday Office Closure, 2025 Council Meeting Schedule, and 2025 Volunteer Appreciation Dinner for information;

AND FURTHER THAT Council approves the Holiday Hours, 2025 Council Meeting Schedule, and the 2025 Volunteer Appreciation Dinner date and location as outlined in the report.

**BACKGROUND:**

This report is to tentatively set hours of operation through the holiday season in 2024, the 2025 Council schedule, and the 2025 Volunteer Appreciation Dinner.

**COMMENTS:**

Holiday Hours

There tends to be lower activity in the municipal office between Christmas and New Year's. In the past, the office has been closed to allow staff to spend time with their families during the holidays. Facilities and Public Works staff may work some statutory holidays depending on schedules and weather events.

In 2024, the Christmas and New Years statutory days are Wednesdays. The recommendation is that the office closes on Tuesday December 24, 2024, at 12:00pm and reopens on Thursday January 2, 2025, at 8:30am.

Staff would use their paid time off accruals to cover non-statutory holidays within this period. Occasionally Treasury staff work that week to make sure payroll is covered but this can be completed more quickly with the office closed to the public. Year-end records management and filing can also be more easily completed during this closure.

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

## 2025 Council Meeting Schedule

As laid out in the Town of Minto's Procedural By-law, Council approves a schedule of regular Meetings of Council for each calendar year, which may be amended. Historically meetings have been held on the first and third Tuesday of the month. Additional meetings can be held, if necessary, at the call of the Mayor, and it is at the discretion of Council should the meetings be required to move for any reason.

In 2024, we have altered the schedule in April to accommodate the Ontario Good Roads Conference, as well as in October and November to allow for the budget process to be completed prior to the new year.

Attached is a draft schedule for Council meetings in 2025 for your consideration. In total, Council will have 24 meetings, including 2 budget meetings.

## 2025 Volunteer Appreciation Dinner

In 2025, the week of April 27<sup>th</sup> through May 4<sup>th</sup> is National Volunteer Week. Traditionally, the Town of Minto Council hosts our annual Volunteer Appreciation Dinner during this week, rotating venues each year. In 2024, the event was held in Palmerston and in 2025 it will be held in Harriston. We are proposing holding the event on Tuesday April 29<sup>th</sup>.

## **FINANCIAL CONSIDERATIONS:**

There are no financial implications arising from this report.

## **STRATEGIC PLAN:**

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

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.

**PREPARED BY:** Quinn Foerter, Deputy Clerk/Coordinator, Legislative & HR Services

**RECOMMENDED BY:** Gregg Furtney, Chief Administrative Officer