



TOWN OF MINTO

DATE: August 8, 2017

REPORT TO: Mayor and Council

FROM: Annilene McRobb

SUBJECT: 2018 Council Meeting Dates & 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

This report is to confirm the date of the first 2017 budget meeting for November 28 starting at 1:30pm, set hours of operation through Christmas holidays and proposes a tentative schedule for 2018 Council meetings.

Scheduling will ensure Council business continues through the municipal election and inauguration of new members next winter. The Town office will be open November 10 and 13 with staff able to participate in Remembrance Day services on Saturday the 11th. It is proposed that the first 2018 budget meeting be set for Tuesday November 28 at 1:30pm. This has traditionally been when the operating budget is presented to Council and by moving the date back two weeks will allow more complete information to be provided.

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, or operated with a reduced staff depending on Council's preference. Facilities and Public Works staff works some statutory holidays depending on event schedules and snowfall.

Christmas and New Years are on Monday in 2017. Staff recommends closing the office Friday December 22 at 5:00 pm and re-opening Tuesday January 2 at 8:30 am. Staff would take banked time or vacation to cover non-statutory holidays within this period. Occasionally Treasury staff will work that week to make sure payroll is covered but this can be completed more quickly with the office closed to the public.

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 2018

Attached is a draft schedule for Council meetings in 2018 for your consideration. Note that we would be starting on January 9th as there are 5 weeks in the month. We would schedule one meeting in August to take into consideration attendance at AMO.

The second 2018 budget meeting is shown on the attached list as Tuesday January 30, 2018. This is when the capital budget is traditionally presented. Mayor Bridge has asked that the April Council meetings move one week later due to a personal commitment around Easter. This pushes the regular meetings in May one week later as well. Staff proposes one Council meeting in July 2018. The nomination period for the election closes July 27.

The final Council meeting of this term would be November 7th and the inaugural for new Council on December 4th. The first meeting of the new Council should be an orientation meeting December 11 subject to review and discussion with the Mayor. The first regular Council meeting is tentatively set for December 18.

Given the short time between the inaugural meeting and the holidays, it is proposed the operating budget meeting be set for January 2019. This will give the new Council time to get oriented and start on regular business operations before being faced with budget discussions.

In 2018 Council would have 23 meetings, including one budget meeting, the inaugural and the new Council orientation.

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 2018 Council Meeting dates and Christmas Office Closure from the Deputy Clerk and that Council provides direction on the closure of the Municipal office in December, and that Council approves the 2018 operating budget meeting for Tuesday November 28, 2017 at 1:30 pm, and the 2018 Council meeting dates as set out in the report.

Annilene McRobb
Deputy Clerk



2018 Regular Council and Budget Meeting Schedule

JANUARY

Tuesday January 9th 3 pm Council Meeting

Tuesday January 23rd at 7 pm 2018 Council Meeting

Tuesday January 30th at 2 pm 2018 Capital Budget Meeting

ROMA Conference Toronto January 21 through 23

FEBRUARY

Tuesday February 6th at 3 pm Council Meeting

Tuesday February 20th at 7 pm Council Meeting

OGRA Conference Toronto February 25 through February 28

MARCH

Tuesday March 6th at 3 pm Council Meeting

Tuesday March 20th at 5 pm 2017 Budget Open House

Tuesday March 20th at 7 pm Council Meeting

APRIL

Tuesday April 10th at 3 pm Council Meeting

Tuesday April 24th at 7 pm Council Meeting

MAY

OSUM Conference May 1 through May 4

Tuesday May 8th at 3 pm Council Meeting

Tuesday May 22nd at 7 pm Council Meeting

JUNE

FCM Conference Halifax Nova Scotia May 31 through June 3

Tuesday June 5th at 3 pm Council Meeting

Tuesday June 19th at 7 pm Council Meeting

JULY

Tuesday July 3rd at 3 pm Council Meeting

Nominations Close July 27

AUGUST

Tuesday August 7th at 3 pm Council Meeting

AMO Conference Ottawa August 19 to 22

SEPTEMBER

Tuesday September 4th at 3 pm Council Meeting

Tuesday September 18th at 7 pm Council Meeting

OCTOBER

Tuesday October 2nd at 3 pm Council Meeting

Tuesday October 16th at 7 pm Council Meeting

Municipal Election October 22

NOVEMBER

Tuesday November 6th at 3 pm Council Meeting

DECEMBER

Tuesday December 4th at 7 pm Council Inaugural

Tuesday December 11th at 1:00 pm Council Orientation

Tuesday December 18th at 7 pm Council Meeting

Public Welcome

Please note all Council meetings will be held in the
Town of Minto Council Chambers- 5941 Highway 89, Harriston