



TOWN OF MINTO

DATE: June 26, 2018

REPORT TO: Mayor and Council

FROM: Annilene McRobb, Deputy Clerk

SUBJECT: 2019 Council Meeting Dates & Christmas Office Hours

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 propose dates for 2019 budget meetings, tentatively schedule 2019 Council meetings and set hours of operation through Christmas holidays.

The new Council inaugural is December 4, 2018 with orientation set for the following week. Staff will be preparing budget reports over the fall with the first budget meeting proposed for Tuesday January 15th 1:30 pm. Budget is traditionally held in November, but must be delayed until after the inaugural and holidays.

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 Tuesdays in 2019. Staff recommends closing the office Friday December 21 at 5 pm and re-opening Wednesday January 2 at 8:30 am. With Christmas Day on Monday it is suggested the office not re-open for just one day after the weekend. Typically on Christmas Eve Day the office closes no later than 3pm.

Staff would take banked time or vacation 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, 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 2019

Attached is a draft schedule for Council meetings in 2019 for your consideration. The second 2019 budget meeting is shown on the attached list as Tuesday February 12th 1:30 pm. This is when the capital budget is traditionally presented. Like in 2018 it is proposed there be one Council meeting in July 2019 and one in August 2019.

In 2019 Council would have 25 meetings, including three budget meetings depending on when the first 2020 budget meeting is set.

FINANCIAL CONSIDERATIONS:

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

RECOMMENDATION:

That Council receives the Deputy Clerk's report regarding 2019 Council Meeting Dates & Christmas Office Hours and approves closing the municipal office Friday December 21, 2018 at 5pm re-opening January 2, 2019 at 8:30am with staff taking banked time or vacation to cover non-statutory dates, and tentatively sets budget and Council meeting dates as outlined subject to final review at the start of the new term.

Annilene McRobb
Deputy Clerk



2019 Regular Council and Budget Meeting Schedule

JANUARY

Tuesday January 8th 3 pm Council Meeting
Tuesday January 15th 1:30 pm 2019 Operating Budget Meeting
Tuesday January 22nd at 7 pm Council Meeting
ROMA Conference Toronto January 26 through 29

FEBRUARY

Tuesday February 5th at 3 pm Council Meeting
Tuesday February 12th 1:30 pm, Capital Budget Meeting
Tuesday February 19th at 7 pm Council Meeting
OGRA Conference Toronto February 24 through February 27

MARCH

Tuesday March 5th at 3 pm Council Meeting
Tuesday March 19th at 5 pm 2019 Budget Open House
Tuesday March 19th at 7 pm Council Meeting

APRIL

Tuesday April 2nd at 3 pm Council Meeting
Tuesday April 16th at 7 pm Council Meeting

MAY

OSUM Conference Pembroke May 1 through May 3
Tuesday May 8th at 3 pm Council Meeting
Tuesday May 22nd at 7 pm Council Meeting

JUNE

FCM Conference Quebec City, Quebec May 30 through June 2
Tuesday June 4th at 3 pm Council Meeting
Tuesday June 18th at 7 pm Council Meeting

JULY

Tuesday July 2nd at 3 pm Council Meeting

AUGUST

Tuesday August 6th at 3 pm Council Meeting
AMO Conference Ottawa August 18 to 21

SEPTEMBER

Tuesday September 3rd at 3 pm Council Meeting
Tuesday September 17th at 7 pm Council Meeting

OCTOBER

Tuesday October 1st at 3 pm Council Meeting
Tuesday October 15th at 7 pm Council Meeting

NOVEMBER

Tuesday November 5th at 3 pm Council Meeting
Tuesday November 19th at 7 pm Council Meeting

DECEMBER

Tuesday December 3rd at 3 pm Council Meeting
Tuesday December 17th at 7 pm Council Meeting

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