



Staff Report

Administration

Report To: Committee of the Whole
Meeting Date: April 4, 2018
Report Number: FAF.18.39
Subject: 2019 Council and Committee of the Whole Meeting Dates and Vacation Schedule
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.18.39 “2019 Council and Committee of the Whole Meeting Dates and Vacation Schedule”; and

THAT Council approve the 2019 Council and Committee of the Whole Meeting Dates and Vacation Schedule, Option #2, as attached to the within staff report.

B. Overview

The purpose of this report is to seek Council approval to establish the Council and Committee of the Whole meeting dates and vacation schedule for 2019.

C. Background

The Council and Committee of the Whole Meeting dates are defined each year, in advance, to allow staff the opportunity to schedule public meetings and to plan their vacation time.

The attached schedules provide for regularly scheduled Council/Committee of the Whole Meeting dates, on a three-week rotation, in accordance with the Procedural By-law (except where noted). This schedule does not include Special Meetings of Council.

D. Analysis

In preparing the attached schedules, staff considered the timing of:

- Ontario Good Roads Conference (“OGRA”). Conference scheduled February 24 to February 27, 2019. There is a Committee of the Whole Meeting scheduled during this time, but staff confirm that attendance at this conference has not impacted quorum in recent years.

- Association of Municipalities of Ontario Conference (“AMO”). Conference scheduled August 18 to August 21, 2019. No impact on proposed Committee of the Whole/Council Schedule attached
- Council summer vacation of six weeks for Option #1 and Option #2, from July 16, 2019 to and including August 25, 2019. Staff confirm that a six week summer vacation has been scheduled for a number of years.

Staff have prepared two Options for Council consideration.

Option #1 (see attached)

Option #1 proposes that the last meeting of Council will be scheduled for December 23, 2019. Staff have concerns with the close proximity of this Council Meeting date to the Christmas vacation, it being noted that the Town Hall closes at noon on December 24.

Option #2 (see attached)

Option #2 is the staff recommended option.

Option #2 proposes that the last meeting of Council be scheduled on December 16, 2019. Staff confirm that there is a significant amount of work completed immediately following a Council Meeting (i.e. preparation and circulation of resolutions of Council confirming Council direction, circulation of By-laws). Staff recommend that in December, the week between the Committee of the Whole and the Council Meeting be eliminated, and that the schedule be revised as follows to allow the last Council Meeting of the year to be scheduled on December 16, 2019:

- December 9, 2019 Committee of the Whole (regularly scheduled)
- December 16, 2019 Council Meeting (moved forward one week from December 23, 2019)

E. The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence

Objective #2: Improve Internal Communications Across Our Organization

Objective #3: To Consistently Deliver Excellent Customer Service

Objective #5: Constantly Identify Opportunities To Improve Efficiencies and Effectiveness

F. Environmental Impacts

None

G. Financial Impact

None

H. In consultation with

Shawn Everitt, Interim CAO

I. Attached

1. Option #1 Proposed 2019 Council / Committee of the Whole Meeting Schedule
2. Option #2 Proposed 2019 Council / Committee of the Whole Meeting Schedule

Respectfully Submitted,

Corrina Giles, Town Clerk

Shawn Everitt, Interim CAO

For more information, please contact:

Corrina Giles, Town Clerk

townclerk@thebluemountain.ca

519-599--3131 extension 232

2019 Council & Committee of the Whole Schedule –FAF.18.39 Option #1

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	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		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	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		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	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						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	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				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	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	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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

September						
Su	Mo	Tu	We	Th	Fr	Sa
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29	30					

October						
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13	14	15	16	17	18	19
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November						
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December						
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22	23	24	25	26	27	28
29	30	31				

	COW		ROMA
	COUNCIL		OGRA
	STAT HOLIDAY		FCM
	COUNCIL VACATION		AMO

2019 Council & Committee of the Whole Schedule –FAF.18.39 Option #2

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	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		

February						
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17	18	19	20	21	22	23
24	25	26	27	28		

March						
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24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30				

May						
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

July						
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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			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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September						
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15	16	17	18	19	20	21
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29	30	31				

	COW		ROMA
	COUNCIL		OGRA
	STAT HOLIDAY		FCM
	COUNCIL VACATION		AMO