



Staff Report

Administration

Report To: Committee of the Whole
Meeting Date: August 21, 2017
Report Number: FAF.17.100
Subject: 2018 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.17.100 “2018 Council and Committee of the Whole Meeting Dates and Vacation Schedule”; and

THAT Council approve the 2018 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 provide Council with a proposed Council and Committee of the Whole meetings date and vacation schedule for 2018.

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 25 to February 28, 2018. No impact on proposed Committee of the Whole/Council Schedule attached.
- Association of Municipalities of Ontario Conference (“AMO”). Conference scheduled August 19 to August 22, 2018
- Council summer vacation

- Municipal Election Day, October 22, 2018

Staff have prepared two Options for Council consideration.

Option #1

- Council vacation (six weeks) scheduled from July 10, 2018 to and including August 19, 2018. A six week Council summer vacation break has been scheduled for a number of years.
- Committee of the Whole meeting scheduled August 20, 2018. Note that a number of Council members attend the AMO Conference (August 19 – 22), and their absences could impact quorum for the August 20, 2018 the Committee of the Whole meeting
- One Committee of the Whole meeting and one Council meeting are scheduled for the months of October, November and December
- December 10, 2018 is the first Committee of the Whole meeting following the December 3, 2018 Inaugural Council Meeting. Because of the Christmas break, it is proposed that the Council meeting following the December 10, 2018 Committee of the Whole meeting be scheduled the next week, being December 17, 2018.

Option #2 (Staff recommended Option)

- Council vacation (seven weeks) scheduled from July 10, 2018 to and including August 26, 2018.
- Committee of the Whole meeting scheduled for August 27, 2018. It is proposed that the Council meeting following the August 27, 2018 Committee of the Whole meeting be scheduled the next week, being Wednesday, September 5, 2018.
- One Committee of the Whole meeting and one Council meeting are scheduled for the months of October, November and December
- December 10, 2018 is the first Committee of the Whole meeting following the December 3, 2018 Inaugural Meeting. Because of the Christmas break, it is proposed that the Council meeting following the December 10, 2018 Committee of the Whole meeting be scheduled the next week, being December 17, 2018.

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

Troy Speck, CAO

I. Attached

1. Proposed 2018 Council / Committee of the Whole Meeting Schedule "Option 1"
2. Proposed 2018 Council / Committee of the Whole Meeting Schedule "Option 2"

Respectfully Submitted,

Corrina Giles, Town Clerk

Troy Speck, CAO

For more information, please contact:
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2018 COUNCIL & COMMITTEE of the WHOLE SCHEDULE - OPTION #1

January						
S	M	T	W	T	F	S
	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						
S	M	T	W	T	F	S
				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						
S	M	T	W	T	F	S
				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						
S	M	T	W	T	F	S
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						
S	M	T	W	T	F	S
		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						
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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

July						
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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						
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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						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	COW
	COUNCIL
	STAT Holidays

Council Vacation
July 10th to Aug 18th

**ELECTION DAY
2018**

ROMA

AMO

OGRA

*Inaugural
Date*

2018 COUNCIL & COMMITTEE of the WHOLE SCHEDULE - OPTION #2

January						
S	M	T	W	T	F	S
	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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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						
S	M	T	W	T	F	S
				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						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
S	M	T	W	T	F	S
		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						
S	M	T	W	T	F	S
					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

July						
S	M	T	W	T	F	S
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				

August						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
						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						

October						
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November						
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				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	

December						
S	M	T	W	T	F	S
						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					

	COW
	COUNCIL
	STAT Holidays

Council Vacation
July 10th to Aug 18th

**ELECTION DAY
2018**

ROMA

AMO

OGRA

*Inaugural
Date*