



REPORT ADM-2014-016

TO: Mayor and Members of Council
FROM: Donna Tremblay, Deputy Clerk
Date: June 16, 2014
SUBJECT: 2015 Council and Budget Meeting Schedule

RECOMMENDATIONS

That Report ADM-2014-016 regarding the 2015 Council & Budget Meeting Schedule, be received; and

That Council adopt the 2014 Council and Budget Meeting Schedule, attached as Appendix "A" and 2015 Council and Budget Meeting Schedule, attached as Appendix "B" to Report ADM-2014-016; and

That the 2015 Council and Budget Meeting Schedule be circulated to the County of Wellington for Information Purposes; and

That the Township's website be updated to include the respective meeting dates.

DISCUSSION

Statutory Holiday and Conference Dates

The Council Meeting Schedule is set taking into consideration the proposed Statutory Holidays for 2015 and the various conferences that Council members may attend, such as:

- Rural Ontario Municipal Association/Ontario Good Roads Association (February 22 to 25, 2015);
- Federation of Canadian Municipalities (June 5 to June 8, 2015); and
- Association of Municipalities of Ontario (August 16 to 19, 2015).

Council Meetings

The meetings have been set based on Council meetings occurring on the first and third Wednesdays.

In 2014 alternating commencement times of Council meetings are 1:00 p.m. and 7:30 p.m. with the exception of the months of July and August.

Staff undertook a review of Council meeting start times of the municipalities within the County of Wellington as follows:

Municipality	Council Evening Meeting Start time
Centre Wellington	7:00 p.m.
Guelph Eramosa	7:00 p.m.
Minto	7:00 p.m.
Mapleton	7:00 p.m.
Erin	7:30 p.m.
Wellington-North	7:00 p.m.
Puslinch	7:30 p.m.

With the exception of the Town of Erin and Township of Puslinch, all other municipalities within the County of Wellington commence their evening Council meetings at 7:00 p.m.

Staff recommend that in 2015, the alternating commencement times of Council meetings be 1:00 p.m. and 7:00 p.m. with the exception of the months of July and August. The July meeting has been set for the third Wednesday of the month, July 15, 2015, commencing at 7:00 p.m. As the third Wednesday of the month in August 2015 will conflict with the 2015 AMO Conference, the meeting has been set for the second Wednesday, August 12, 2015, commencing at 7:00 p.m.

Public Information Meetings

Nine Public Information Meeting dates have been set throughout the year. This provides Council members and the public advance notice for any potential public meetings required under legislation or at the request of Council. If there is not a need for a Public Information Meeting, Council will be advised by Administration staff and the website will also be updated. Staff recommend that in order to keep consistency with start times for evening meetings that Public Information Meetings commence at 7:00 p.m.

Budget Meetings

The Budget meetings for the 2015 Budget have been set as follows:

- Capital Budget – December 10, 2014, January 14, 2015
- Operating Budget – January 28, 2015 and February 18, 2015 (day meetings).
- Combined Capital/Operating Overall Review – March 4, 2015 at 9:00 a.m.
- Tentative Date (if required) February 26, 2015
- Final Approval - March 18, 2015.

Committee Meetings

Presently, the Township holds two evening advisory committee meetings, Planning Advisory Committee which meets on the fourth Monday of every month at 7:30 p.m. and the Recreation Committee which meets on the third Tuesday of every month at 7:00 p.m. Staff recommend that in order to keep consistency with meeting start times that in 2015 both evening advisory committees commence their meetings at 7:00 p.m.

FINANCIAL IMPLICATIONS

None.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001 – Section 286

Procedure By-Law 59/08

ATTACHMENTS

Appendix “A” - 2014 Council and Budget Meeting Schedule

Appendix “B” – 2015 Council and Budget Meeting Schedule

Appendix "A"



2014 TOWNSHIP COUNCIL & BUDGET MEETING DATES

MEETING SCHEDULE

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 H	2	3	4
5	6	7	8 C	9	10	11
12	13	14	15 PIM	16	17	18
19	20	21	22 C/PIM	23	24	25
26	27	28	29 OPB	30	31	

*Jan 15 - Cox Const - 7 p.m. PCC

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 C	6	7	8
9	10	11	12 C	13	14	15
16	17	18	19 H	20	21	22
23	24	25	26 ROMANOS RA	27	28	

*Feb 5/14 - Operating Budget at 8:00 a.m.

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 C/PIM	6 OC	7	8
9	10	11	12 C/PIM	13	14	15
March Break						
16	17	18	19 C/B	20	21	22
23	24	25	26 PIM	27	28	29
30	31					

*March 5, 2014 - Election Sign

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 PIM	3	4	5
6	7	8	9	10	11	12
13	14	15	16 C/PIM	17	18 H	19
20	21 H	22	23	24	25	26
27	28	29	30			

*April 2 - Open Air Burning - 7 p.m. - PCC
*April 16th - Mobile Food Service Veh. - 8 p.m.

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 C	8	9	10
11	12	13	14 C	15	16	17
18	19 H	20	21 C	22	23	24
25	26 H	27	28 PIM	29	30 FCM	31

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 FCM	3	4 C	5	6	7
8	9	10	11	12	13	14
15	16	17	18 C	19 PIM	20	21
22	23	24	25	26	27	28
29	30					

*June 18 - Development Charge - 7:00 p

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 C	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 H	5	6	7	8
9	10	11	12 C	13	14	15
16	17	18	19 C	20	21	22
23	24	25	26 AMO	27	28	29
30	31					

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 H	2	3 C	4	5	6
7	8	9	10	11	12	13
14	15	16	17 C/PIM	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 C	2	3	4
5	6	7	8	9	10	11
12	13 H	14	15 C	16	17	18
19	20	21	22 PIM	23	24	25
26	27 E	28	29	30	31	

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 C	6	7	8
9	10	11	12 H	13	14	15
16	17	18	19 C/PIM	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 C	3 CB	4	5
6	7	8	9	10	11	12
13	14	15	16	17 C	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

B Final Budget Approval
PIM Public Information Meeting
H Denote a Statutory Holiday; Office Closed
C Council Meeting (1:00 p.m.)
C Council Meeting (7:30 p.m.)

CB Capital Budget Meeting
E Municipal Election Day
C/PIM Council Meeting/Public Information Meeting
I Inaugural Meeting - 11:00 a.m.
OPB Operating Budget

Revised - January 29, 2014

Appendix "B"



2015 TOWNSHIP COUNCIL & BUDGET MEETING DATES

MEETING SCHEDULE

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
			H			
4	5	6	7	8	9	10
			C			
11	12	13	14	15	16	17
			CB			
18	19	20	21	22	23	24
			C			
25	26	27	28	29	30	31
			OB			

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
			C			
8	9	10	11	12	13	14
			PIM			
15	16	17	18	19	20	21
			H	COB		
22	23	24	25	26	27	28
			ROMA/OGRA	BT		

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
			C			
8	9	10	11	12	13	14
			March	B	Break	
15	16	17	18	19	20	21
			PIM			
22	23	24	25	26	27	28
29	30	31				

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
			H			
5	6	7	8	9	10	11
			H			
12	13	14	15	16	17	18
			C			
19	20	21	22	23	24	25
			PIM			
26	27	28	29	30		

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
						2
3	4	5	6	7	8	9
			C			
10	11	12	13	14	15	16
17	18	19	20	21	22	23
			H	C		
24	25	26	27	28	29	30
			PIM			
31						

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
			C			FCM
7	8	9	10	11	12	13
			FCM			
14	15	16	17	18	19	20
			C			
21	22	23	24	25	26	27
			PIM			
28	29	30				

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
			H			
5	6	7	8	9	10	11
			H			
12	13	14	15	16	17	18
			C			
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
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			H			
9	10	11	12	13	14	15
			C			
16	17	18	19	20	21	22
			AMO			
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
			C			
6	7	8	9	10	11	12
			H			
13	14	15	16	17	18	19
			C			
20	21	22	23	24	25	26
			PIM			
27	28	29	30			

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
			H			
18	19	20	21	22	23	24
			C			
25	26	27	28	29	30	31
			PIM			

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
			C			
8	9	10	11	12	13	14
			H			
15	16	17	18	19	20	21
			C			
22	23	24	25	26	27	28
			PIM			
29	30					

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
			C			
6	7	8	9	10	11	12
13	14	15	16	17	18	19
			C			
20	21	22	23	24	25	26
				H	H	
27	28	29	30	31		
			H			

- PIM Public Information Meeting (7:00 p.m.)
- H Denotes a Holiday; Office Closed
- C Council Meeting (1:00 p.m.)
- C Council Meeting (7:00 p.m.)
- BT Budget Tentative
- B Final Budget Approval
- CB Capital Budget Meeting
- OB Operating Budget Meeting