

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, October 16, 2015				Report Date	Tuesday, October 6, 2015			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>#16/10/15/1206 – Office Closure Policy</b>									

**Subject:**

Review of decision made in May 2014. *Options for consideration to improve staffing to alleviate work load on current staff and provide for eventual succession planning and cross training.*

**RECOMMENDATION:**

That Council authorize staff to continue to have the office closed Thursdays of each week to ease workload on staff.

**WHEREAS** Council approved having the municipal office closed Thursdays of each week in 2014 with a review of the policy to occur after one year;

**AND WHEREAS** staff have not identified any ongoing public concern, complaint or inconvenience with this practise;

**AND WHEREAS** work demands have not been alleviated to any significant degree with a substantial amount of back log (special projects) still to be completed;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to continue to close the municipal office, not answer phones or email for one day per week (each Thursday) to allow for uninterrupted periods of work for as long as necessary to become caught up in backlog of work with a review of this policy to occur in one years' time.

**BACKGROUND/EXECUTIVE SUMMARY:**

The above resolution provides solutions to alleviate current conflicting time demands,

**Options/Discussion:**

**Financial Considerations/Budget Impact:**

**Policy Impact:**

Continues existing policy.

**Others Consulted/Resources:**

Noella LeBreton – Treasurer;  
Marlene Gibson – Library Board Chair;  
Gayle Watters – Office Admin Assistant;

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*