



# Staff Report

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## Administration – Town Clerk

**Report To:** COW\_Finance\_Admin\_Fire\_Community\_Services  
**Meeting Date:** August 26, 2024  
**Report Number:** FAF.24.043  
**Title:** 2025 Council and Committee of the Whole Meeting Schedule and 2025 Town Hall Holiday Closure  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.043, entitled “2025 Council and Committee of the Whole Meeting Schedule and 2025 Town Hall Holiday Closure”;

AND THAT Council select Option \_\_\_ as the 2025 Council and Committee of the Whole Meeting Schedule as attached to Staff Report FAF.24.043;

AND THAT Council approves the closure of the Town Hall for the period of December 24, 2025, at 12:00 pm noon, to and including January 1, 2026 as set out in Staff Report FAF.24.043, with the Town Hall reopening at 8:30 am on Friday, January 2, 2026.

### B. Overview

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Council are being presented with two options from which to choose for the 2025 Council and Committee of the Whole schedule.

Council are provided a summary of the 2025 Public and Town Designated Paid Holidays as provided for in the Public and Town Designated Paid Holidays Policy, POL.COR.22.04 and recommends the dates for the 2025 Holiday Closure of Town Hall.

### C. Background

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On an annual basis, Council is provided options for the following year’s Council and Committee of the Whole schedule. This schedule is in coordination with the meeting schedule as defined in the Procedural By-law.

### D. Analysis

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In the development of the attached proposed meeting schedules, staff considered the key dates pertaining to municipal conferences and statutory holidays to reduce the number of conflicts and to reduce the need to reschedule meetings for a lack of quorum.

All options commence the regular meeting schedule the week of January 13, 2025. Option 1 provides 15 Council Meetings, 30 Committee of the Whole Meetings and 14 Public Meeting dates. Option 2 provides 15 Council Meetings, 30 Committee of the Whole Meetings and 13 Public Meeting dates.

Attached to each Option is a listing of the meeting dates that have been adjusted because of a statutory holiday or conference.

**2025 Town Hall Holiday Closure:**

In accordance with the [Public and Town Designated Paid Holidays Policy, POL.COR.22.04](#), the Town observes 12 days as paid holidays (Public and Town designated) for employees, plus any other day proclaimed hereafter by the Provincial Government as an additional paid holiday. In 2025, the paid holidays recognized by the Town will be observed on the following dates:

- New Year's Day – Wednesday, January 1, 2025
- Family Day – Monday, February 17
- Good Friday – Friday, April 18
- Easter Monday – Monday, April 21
- Victoria Day – Monday, May 19
- Canada Day – Tuesday, July 1
- Civic Holiday – Monday, August 4
- Labour Day – Monday, September 1
- Thanksgiving Day – Monday, October 13
- Remembrance Day – Tuesday, November 11
- Christmas Day – Thursday, December 25
- Boxing Day – Friday, December 26

With respect to the Town Hall Closure in December, the following is a summary of the dates the Town Hall will be closed, and the options available to staff for the period of closure.

Date	Statutory/ Paid Holiday	Town Hall
Wednesday, December 24	No	Open – Close at noon. *See below regarding the December 24, 2025 half-day entitlement for staff.
Thursday, December 25	Yes	Closed for Public Holiday - Christmas Day
Friday, December 26	Yes	Closed for Public Holiday - Boxing Day
Monday, December 29	No	Closed – Staff have the option to use vacation or lieu time. Approved by the manager to come into work. Approved arrangement with manager to make up time
Tuesday, December 30	No	Closed - Staff have the option to use vacation or lieu time. Approved by the manager to come into work. Approved arrangement with manager to make up time.
Wednesday, December 31	No	Closed - Staff have the option to use vacation or lieu time. Approved by the manager to come into work. Approved arrangement with manager to make up time.
Thursday, January 1, 2026	Yes	Closed for Public Holiday - New Year’s Day

The Town Hall will reopen on Friday, January 2, 2026

When the municipal office is closed for the holiday closure, staff have the following options:

- Use Vacation time
- Use Lieu time
- Approved by their manager to work
- Approved arrangement with manager to make up time

All essential services operate as required, such as Operations, By-law Services, Fire Services and Community Services, and employees in those departments must coordinate their schedules with their supervisor to ensure adequate coverage. **\* December 24, 2025, Half-Day Entitlement for Non-Union Staff Approved by the CAO**

- Staff that are scheduled to work on Wednesday, December 24, 2025, and work a half-day – and leave at noon, will be paid for their full shift (regular hours).
- Staff that are scheduled to work on Wednesday, December 24, 2025, and must work their full shift will receive a half day in lieu added to their vacation entitlement bank to be used in 2026 (the number of hours depending on their regular daily hours of work).

- Staff that have requested December 24, 2025, as a vacation day must use half a vacation day to cover half of their shift. The remaining hours are coded as regular hours to reflect the December 24 half-day entitlement.
- Contact Human Resources regarding questions about entitlements and coding time on timesheets.
- Unionized employees will follow their collective agreement regarding paid holidays.

Communications and Human Resources staff will collaborate on a communication plan to ensure staff, residents, and community partners are well informed of the Town Hall holiday closure.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

## **F. Environmental Impacts**

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No environmental impacts are expected as a result of this report.

## **G. Financial Impacts**

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No financial impacts are expected as a result of this report.

## **H. In Consultation With**

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Shawn Everitt, Chief Administrative Officer  
Sarah Traynor, Manager of Human Resources  
Kyra Dunlop, Deputy Clerk

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca) .

**J. Attached**

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1. Attachment 1 - Option 1 2025 Council and Committee of the Whole Schedule
2. Attachment 2 - Option 2 2025 Council and Committee of the Whole Schedule
3. Attachment 3 - Public and Town Designated Paid Holidays Policy, POL.COR.22.04

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:  
Corrina Giles, Town Clerk  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)  
519-599-3131 extension 232

### Report Approval Details

Document Title:	FAF.24.043 2025 Council and Committee of the Whole Meeting Schedule.docx
Attachments:	- Attachment 1 - 2025 Calendar - Option 1.pdf - Attachment 2 - 2025 Calendar - Option 2.pdf - Attachment 3 - POL-COR-22-04-Public-and-Town-Designated-Paid-Holidays-Policy.pdf
Final Approval Date:	Jul 24, 2024

This report and all of its attachments were approved and signed as outlined below:

**No Signature found**

**Sarah Traynor - Jul 24, 2024 - 10:37 AM**

**Shawn Everitt - Jul 24, 2024 - 2:55 PM**

# 2025 Council and Committee of the Whole Schedule

**January**

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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**February**

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**March**

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**April**

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**May**

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**June**

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**July**

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**August**

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**September**

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21	22	23	24	25	26	27
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**October**

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**November**

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**December**

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<b>COW</b>	ROMA January 19-January 21	<b>COW 9:30 a.m. Monday and Tuesday (Week 1)</b>	
<b>COUNCIL</b>	OGRA March 30-April 2	<b>Council 9:30 a.m. Monday (Week 3)</b>	
<b>COUNCIL PUBLIC MTG</b>	OSUM April 30-May 2	<b>Council, Public Meetings Tuesdays, Monthly 9:30 a.m. (Week 3)</b>	
<b>STAT HOLIDAY</b>	FCM May 28-June 1	<b>30 COW Meetings</b>	<b>15 Council and 14 Public Meetings</b>
<b>COUNCIL VACATION</b>	AMO August 10-13		

# 2025 Council and Committee of the Whole Schedule

**Note: The following Council/COW dates conflict with holidays:**

- **February 17, 2025 Council falls on Family Day - moved to February 18, 2025**
- **March 30, 2025 Council falls during the OGRA Conference – moved to March 24, 2025**
- **April 21, 2025 Council falls on Easter Monday - moved to April 22, 2025**
- **May 19, 2025 COW, Finance, Administration, Fire Services, Community Services falls on Victoria Day – moved to May 26, 2025**
- **July 1, 2025 COW, Planning & Development Services and Operations falls on Canada Day – moved to July 7, 2025**
- **September 1, 2025 Council falls on Labour Day – moved to September 2, 2025**
- **October 13, 2025 Council falls on Thanksgiving Day – moved to October 14, 2025**
- **November 11, 2025 COW, Planning & Development Services and Operations falls on Remembrance Day – moved to November 17, 2025**



# 2025 Council and Committee of the Whole Schedule

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- **May 19, 2025 COW, Finance, Administration, Fire Services, Community Services falls on Victoria Day – moved to May 26, 2025**
- **July 1, 2025 COW, Planning & Development Services and Operations falls on Canada Day – moved to July 7, 2025**
- **December 22, 2025 Council moved to December 15, 2025**



# Policy

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## POL.COR.22.04 Public and Town Designated Paid Holidays Policy

<b>Policy Type:</b>	Corporate Policy (Approved by Council)
<b>Date Approved:</b>	February 28, 2022
<b>Department:</b>	Human Resources
<b>Staff Report:</b>	FAF.22.024
<b>By-Law No.:</b>	N/A

### Policy Statement

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The Town of The Blue Mountains (the Town) is committed to providing fair and equitable benefits to all its employees. The *Employment Standards Act, 2000 (ESA)* provides eligible employees entitlement to nine public holidays. The Town further recognizes three statutory holidays as paid holidays. For the purpose of this policy, the Town will refer to all of these days as Paid Holidays.

### Purpose

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This policy outlines the parameters for the provision of Paid Holidays for non-unionized Town employees.

### Application

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This policy applies to all non-union employees, both those who would be eligible for public holiday pay as well as those who are entitled to get the public holiday off and get paid public holiday pay.

This policy does not apply to unionized employees who will refer to their collective agreement regarding their entitlements to Paid Holidays.

### Definitions

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**ESA- Employment Standards Act, 2000** – provides the minimum standards for most employees within Ontario. It sets out the rights and responsibilities of employees and employers in most Ontario workplaces.

**Permanent Full-Time Employee** – an Employee who is hired to work on a full-time basis (35 hours or more per week) with no predetermined end date.

**Permanent Part-Time Employee** – an Employee who is hired to work on a part-time basis (less than 35 hours per week) with no pre-determined end date.

**Public or Statutory Holidays** – federally or provincially legislated holidays where employees receive a day off with pay, and day off in lieu, or compensation in lieu of time off.

**Seasonal Employee** – an Employee hired for a specific season i.e. Seasonal Roads Operators in winter or Seasonal Parks Labourers in summer. Upon the predetermined end date of the season, the Employee’s employment is terminated. Seasonal Employees are eligible for rehire in subsequent seasons without a competition.

**Temporary Full-Time Employee** – an Employee who is hired to work on a full-time basis (35 hours or more per week) whose employment is terminated upon predetermined end date or project completion.

**Temporary Part-Time Employee** – an Employee who is hired to work on a part-time basis (less than 35 hours per week) whose employment is terminated upon predetermined end date or project completion.

## Procedures

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The Town of The Blue Mountains follows the ESA for the Public Holiday schedule as a minimum.

### 1. Public Holidays/ Town Designated Paid Holidays

The Town observes the following twelve (12) days as Paid Holidays (Public and Town designated) for employees; plus, any other day proclaimed hereafter by the Provincial Government is recognized as an additional paid holiday:

<b>Paid Public Holidays (ESA)</b>	<b>Town Designated Paid Holidays</b>
New Year’s Day	Easter Monday
Family Day	Civic Holiday
Good Friday	Remembrance Day*
Victoria Day	
Canada Day	
Labour Day	
Thanksgiving Day	
Christmas Day	
Boxing Day	

## Public and Town Designated Holidays Policy

Remembrance Day\*: When Remembrance Day falls on a Saturday or Sunday the Town will provide Full-time Permanent and Full-time Temporary employees a float day to be used by December 31<sup>st</sup> of that year. Refer to Section 2.c for additional details.

National Day of Truth and Reconciliation, September 30<sup>th</sup>, is a Federal Statutory Holiday, and not currently recognized as a Statutory/Public Holiday in Ontario or a Town Designated Paid Holiday.

The Town also recognizes the rights of employees to take off days that are not Public Holidays under the Ontario Employment Standards Act, 2000, for the purposes of religious or cultural observances. Employees wishing to take time off for this purpose will be accommodated on a case-by-case basis.

## 2. Qualifying for Paid Holidays

- a. **Public Holiday Pay/Municipal Designated Paid Holidays:** An employee's holiday pay for a given Paid Holiday is equal to the total amount of regular wages and vacation pay payable to the employee in the four (4) work weeks before the work week in which the public holiday occurred, divided by 20.
- b. **Qualifying for Paid Holiday Entitlement:** Applies to employees that are full-time, part-time, seasonal, contract, or students who work their regularly scheduled days of work before or after the paid holiday (ESA "last and first" rule). These do not have to be the days' right before and right after the holiday.

Employees who qualify for Paid Holidays are entitled to take these days off work and be paid holiday pay. Alternatively, the employee can agree electronically or in writing to work on the holiday and they will be paid:

- Holiday pay plus premium pay [time and one-half (1.5) their regular rate of pay] for all the hours worked on the holiday; or their regular rate for all hours worked on the holiday, plus another regular working day off with holiday pay to be taken:
  - No later than three (3) months after the holiday; or
  - Scheduled up to 12 months after the holiday if the employee has agreed electronically or in writing.
- When a paid holiday falls during an employee's non-working day:
  - A substitute holiday off with Public Holiday pay (this substitute day off must be scheduled for a day that is no later than three (3) months after the holiday; or, scheduled up to 12 months after the holiday, if the employee has agreed electronically or in writing in writing); or,

**Public and Town Designated Holidays Policy**

- Public Holiday pay for the Public Holiday if the employee agrees electronically or in writing (no substitute day granted).
- A paid holiday that occurs during an employee's vacation, is considered a paid holiday and not a vacation day.
- An employee on leave of absence without pay shall not be eligible for pay for any paid holiday that falls within the period of such time.
- Paid holidays cannot be carried forward.

**c. When Remembrance Day Falls on a Saturday or Sunday**

- In a year when Remembrance Day falls on a Saturday or a Sunday, the Town will provide a float day to Full-time Permanent and Full-time Temporary employees which can be taken at a time that is compatible with the operational requirements of the division in which the employee works. The float day must be used by December 31<sup>st</sup> of that year.
- If a Full-time Permanent or Full-time Temporary employee is scheduled to work on Remembrance Day, the employee will receive their regular rate for all hours worked on the day, plus the float day. The float day can be taken at a time that is compatible with the operational requirements of the division in which the employee works and must be used by December 31<sup>st</sup> of that year.
- Part-time Permanent, Part-time Temporary and Seasonal employees will be paid the Paid Holiday pay in the pay period that Remembrance Day falls, following the "last and first" rule.

**3. Determining the Appropriate Day Off**

- Where any of the Paid Holidays fall on a Saturday or Sunday (except Remembrance Day), the preceding Friday or succeeding Monday shall be designated by the Chief Administrative Officer as the holiday in-lieu of the holiday falling on these days.

**4. Emergency and/or Essential Services**

- For employees performing emergency and/or essential services, the Public Holiday as per the ESA is the day recognized as the paid holiday, not the Town designated paid holiday.

## **Annual Holiday Shutdown**

### **Guidelines**

Annually, the Town Hall offices may be closed between Christmas Day and New Year's Day. For time that is not covered by Public Holidays, employees are required to use vacation days or banked overtime. Alternatively, an employee may be eligible for approval by their direct supervisor to come into work or make up the time.

### **Exclusions**

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This policy does not apply to unionized employees, volunteers, or members of Council.

### **References and Related Policies**

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[Employment Standards Act](#)

POL.COR.17.05 Vacation Policy

POL.COR.17.06 Lieu and Overtime Policy

### **Review Cycle**

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This policy will be reviewed once per term of Council or as required due to legislative change.