



Staff Report

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

A. Recommendations

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

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

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

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

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

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

G. Financial Impacts

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

H. In Consultation With

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

I. Public Engagement

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 .

J. Attached

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
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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