



# Staff Report

## Administration – Town Clerk

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**Report To:** COW- Admin, Corp and Finance, SI, Comm. Services  
**Meeting Date:** August 25, 2025  
**Report Number:** ADM.25.057  
**Title:** 2026 Council and Committee of the Whole Meeting Schedule and 2026 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 ADM.25.057, entitled “2026 Council and Committee of the Whole Meeting Schedule and 2026 Town Hall Holiday Closure”;

AND THAT Council select Option \_\_\_ as the 2026 Council and Committee of the Whole Meeting Schedule as attached to Staff Report ADM.25.057;

AND THAT Council approves the closure of the Town Hall for the period of December 24, 2026, at 12:00 pm noon, to and including January 1, 2027 as set out in Staff Report ADM.25.057, with the Town Hall reopening at 8:30 am on Monday, January 4, 2027.

### B. Overview

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Council are being presented with two options from which to choose for the 2026 Council and Committee of the Whole schedule.

Council are provided a summary of the 2026 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 2026 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.

As 2026 is an election year, in accordance with the Procedural Bylaw 2023-62, no regularly scheduled Council, Committee of the Whole or Public Meetings will be scheduled following election day on October 26, 2026. Regularly scheduled meetings will recommence with the Inaugural Meeting of Council on November 16, 2026.

## **D. Analysis**

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### **Council and Committee of the Whole Schedule Options:**

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.

Option A provides 14 Council Meetings (including the Inaugural Meeting on November 16, 2026), 26 Committee of the Whole Meetings and 12 Public Meeting dates. The summer vacation break is scheduled from July 15 to, and including, August 21, 2026.

Option B provides 14 Council Meetings (including the Inaugural Meeting on November 16, 2026), 26 Committee of the Whole Meetings and 11 Public Meeting dates. The summer vacation break is scheduled from July 21 to, and including, August 21, 2026.

### **2026 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 2026, the paid holidays recognized by the Town will be observed on the following dates:

- New Year's Day – Thursday, January 1, 2026
- Family Day – Monday, February 16
- Good Friday – Friday, April 3
- Easter Monday – Monday, April 6
- Victoria Day – Monday, May 18
- Canada Day – Wednesday, July 1
- Civic Holiday – Monday, August 3
- Labour Day – Monday, September 7
- Thanksgiving Day – Monday, October 12
- Remembrance Day – Wednesday, November 11
- Christmas Day – Friday, December 25
- Boxing Day – Saturday, December 26 (to be observed on Monday, December 28)

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
Thursday, December 24	No	Open – Close at noon. *See below regarding the December 24, 2026 half-day entitlement for staff.
Friday, December 25	Yes	Closed for Public Holiday - Christmas Day
Monday, December 28	Yes	Closed in observance of December 26 Public Holiday - Boxing Day
Tuesday, December 29	No	Closed – To cover the time off, Staff have the following options: <ul style="list-style-type: none"> <li>• Use vacation time or lieu time;</li> <li>• Get approval from their manager to come in to work; or</li> <li>• Arrange with their manager to make up the time at a later date.</li> </ul>
Wednesday, December 30	No	Closed – To cover the time off, Staff have the following options: <ul style="list-style-type: none"> <li>• Use vacation time or lieu time;</li> <li>• Get approval from their manager to come in to work; or</li> <li>• Arrange with their manager to make up the time at a later date.</li> </ul>
Thursday, December 31	No	Closed- To cover the time off, Staff have the following options: <ul style="list-style-type: none"> <li>• Use vacation time or lieu time;</li> <li>• Get approval from their manager to come in to work; or</li> <li>• Arrange with their manager to make up the time at a later date.</li> </ul>
Friday, January 1, 2027	Yes	Closed for Public Holiday - New Year’s Day

The Town Hall will reopen at 8:30 am on Monday, January 4, 2027

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

- Use vacation time or lieu time
- Get approval from their manager to come in to work
- Arrange with their manager to make up the time at a later date

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, 2026, Half-Day Entitlement for Non-Union Staff Approved by the CAO**

- Staff that are scheduled to work on Thursday, December 24, 2026, 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 Thursday, December 24, 2026, and must work their full shift will receive a half day in lieu added to their vacation entitlement bank to be used in 2027 (the number of hours depending on their regular daily hours of work).
- Staff that have requested December 24, 2026, 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.
- 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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Adam Smith, Interim Chief Administrative Officer  
Sarah Traynor, Manager of Human Resources

## **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 "A" 2026 Council and Committee of the Whole Schedule
2. Attachment 2 - Option "B" 2026 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:	ADM.25.057 2026 Council and Committee of the Whole Meeting Schedule and Town Hall Holiday Closure.docx
Attachments:	- Att 1 - Option A - 2026 Council-COW Calendar DRAFT.pdf - Att 2 - Option B - 2026 Council-COW Calendar DRAFT.pdf - Att 3 - POL-COR-22-04-Public-and-Town-Designated-Paid-Holidays-Policy.pdf
Final Approval Date:	Aug 11, 2025

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

**No Signature found**

**Sarah Traynor - Aug 8, 2025 - 10:48 AM**

**Adam Smith - Aug 11, 2025 - 4:35 PM**