



**Mayoral Directive
Decision Number: 2026-005**

Under Bill 3, the *Strong Mayors, Building Homes Act*, 2022, which amended the *Municipal Act*, 2001, I, John Beddows, Mayor of the Town of Gananoque, have decided as follows:

The employees of the Corporation, at every level, are the people who deliver the high-quality municipal services we are accustomed to, and their time and experience are critical resources. Initiatives that seek to enhance morale and retention of municipal personnel deliver a net benefit to the taxpayers of Gananoque and reflect the degree to which we value our municipal team.

In Mayoral Directive 2026-003, I directed a consideration of the feasibility and advisability of implementing a flex-hour policy for employees of the Corporation. Council-CAO-2026-10 – Mayoral Directive 2026-003 which was delivered at the Council meeting of June 3rd, 2026, was the product of that analysis and the collective efforts of our CAO, staff and managers to address the question.

Following review of the analysis and consultation with the CAO, I am directing the CAO and Managers to implement an adjusted work hour trial beginning Monday, July 13 up to and including Friday, October 2, 2026.

Conditions to be factored in planning and execution of the trial:

- **Town Hall open hours will be 10:00 AM to 6:00 PM, Monday to Thursday, closed Fridays.**
- **A public awareness campaign will be implemented to ensure widest possible awareness of the change in hours.**
- **Staff will track their hourly output from the date of this Directive to Monday, July 13, 2026, to create a baseline.**
- **Tracking of relative productivity during the ‘closed to the public’ office hours and the open to the public hours to build a comparative data set for post-trial evaluation.**
- **Staff will track the number of in-person customers by time of day to get an indication of whether there is uptake on the new hours (4:30 to 6:00 PM).**
- **At the end of the trial, managers and employees will provide feedback on their experience, to include but not be limited to:**

- Did they feel more productive during the closed to the public hours – provide examples if applicable?
 - Did they feel that their work / life balance improved?
 - Aggregated and anonymized report of all resident and customer feedback on the new hours? Social media comments on sites or pages not controlled by the Corporation are not to be factored.
 - Do they feel this should be a year-round practice, that this is properly a seasonal initiative (e.g. year-round, summer, tourism season, daylight savings time), or is it felt that the change doesn't provide a benefit?
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- Each Manager will settle logistics with their employees who work in Town Hall to schedule according to number of hours per week – assure vacation coverage, etc. as well as accommodation for any personnel who have childcare arrangements.

 - The shift in public hours at Town Hall does not bind all managers and staff to a 4-day, 10-hour work week during the trial. As appropriate and as required to fulfil statutory service requirements, work-place safety and to respect existing work-life arrangements, the CAO is authorized to enable continuation of 5-day work weeks for individual staff members provided all work-place safety requirements continue to be fulfilled.

As an element of the normal meeting cycle with representatives of our organized municipal staff who are members of CUPE, the CAO is to ensure that CUPE representatives are aware of this initiative and to discuss the initiative with them if they choose to do so.

I look forward to the outcome of this trial, I thank the CAO and managers for their efforts to date on this initiative and I thank everyone involved in the trial for participating in this effort to enhance workplace satisfaction and service delivery.

Dated this 26th day of June, 2026



John S. Beddows, Mayor