



Staff Report

Administration – Human Resources

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: January 9, 2023
Report Number: FAF.23.001
Title: 2023 Holidays Observed and Town Hall Holiday Closure
Prepared by: Sarah Traynor, Manager of Human Resources

A. Recommendations

THAT Council receive Staff Report FAF.23.001, entitled “2023 Holidays Observed and Town Hall Holiday Closure”;

AND THAT Council authorize the Holiday Closure of Town Hall from 4:30 pm on Friday, December 22, 2023, to reopen Tuesday, January 2, 2024, at 8:30 am.

B. Overview

This report summarizes the statutory/public holidays and Town designated holidays and recommends the dates for the 2023 Holiday Closure of Town Hall.

C. Background

In 2022, Council approved [POL.COR.22.04, Public and Town Designated Paid Holidays Policy](#) which outlines the parameters for the provision of Paid Holidays for non-unionized employees.

Statutory/Public Holidays and Town Designated Holidays

The [Ontario Employment Standards Act, 2000 \(ESA\)](#) provides eligible employees entitlement to nine (9) public holidays. In addition, the Town recognizes three (3) additional statutory holidays as paid holidays for staff as outlined in POL.COR.22.04:

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

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 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 ESA guidelines.

In 2023, Remembrance Day falls on Saturday, November 11.

Determining the Appropriate Day Off

When any Paid Holiday 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 Paid Holiday.

In 2023, Canada Day, July 1, falls on a Saturday. Monday, July 3, has been designated as the Canada Day paid holiday for 2023.

Town Hall Holiday Closure

Since 2003, Town Hall has been closed between Christmas and New Year's Day. Prior to 2003, the municipality operated with a skeletal staff and found there was minimal public traffic or communication as people were focused on the holiday season.

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

- Use vacation time
- Use lieu time
- Approved by the manager to come into 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. Closing Town Hall, with the exception of essential services, for the Holiday season is in keeping with past practice and most of our local municipalities.

D. Analysis

In 2023, the paid holidays recognized by the Town will be observed on the following dates:

- Family Day – Monday, February 20
- Good Friday – Friday, April 7
- Easter Monday – Monday, April 10
- Victoria Day – Monday, May 22
- Canada Day – Monday, July 3
- Civic Holiday – Monday, August 7
- Labour Day – Monday, September 4
- Thanksgiving Day – Monday, October 9
- Remembrance Day – Saturday, November 11
- Christmas Day – Monday, December 25
- Boxing Day – Tuesday, December 26
- New Year's Day – Monday, January 1, 2024

2023 Town Hall Holiday Closure

Staff recommend the following Holiday Closure, closing Town Hall at 4:30 pm on Friday, December 22 and reopening at 8:30 am on Tuesday, January 2, 2024.

Date	Statutory/Paid Holiday	Town Hall
Friday, December 22	No	Open – Close at 4:30 pm
Monday, December 25	Yes	Closed for Public Holiday - Christmas Day
Tuesday, December 26	Yes	Closed for Public Holiday - Boxing Day
Wednesday, December 28	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, 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.

Date	Statutory/Paid Holiday	Town Hall
Friday, 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.
Monday, January 1, 2024	Yes	Closed for Public Holiday - New Year's Day

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

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

F. Environmental Impacts

Not applicable.

G. Financial Impacts

There are no additional costs resulting from the Town Hall Holiday Closure. For the time that is not covered by Paid Holidays, employees are required to use vacation days or banked lieu/overtime. Alternatively, an employee may be eligible for approval by their direct supervisor to come into work or make up the time.

H. In Consultation With

Human Resources Division

Corrina Giles, Town Clerk

Tim Hendry, Manager of Communications and Economic Development

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 Sarah Traynor, Manager of Human Resources hr@thebluemountains.ca.

J. Attached

None

Respectfully submitted,

Sarah Traynor
Manager of Human Resources

For more information, please contact:
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Report Approval Details

Document Title:	FAF.23.001 2023 Holidays Observed and Town Hall Holiday Closure.docx
Attachments:	
Final Approval Date:	Dec 22, 2022

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

Sarah Traynor - Dec 22, 2022 - 10:58 AM

Shawn Everitt - Dec 22, 2022 - 1:06 PM