



Staff Report

Administration – Human Resources

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: September 25, 2023
Report Number: FAF.23.138
Title: 2024 Holidays Observed and Town Hall Holiday Closure
Prepared by: Sarah Traynor, Manager of Human Resources

A. Recommendations

THAT Council receive Staff Report FAF.23.138, entitled “2024 Holidays Observed and Town Hall Holiday Closure”;

AND THAT Council authorize the Holiday Closure of Town Hall from noon on Tuesday, December 24, 2024, to reopen on Thursday, January 2, 2025, at 8:30 a.m.

B. Overview

This report summarizes the 2024 statutory/public holidays and Town designated holidays and recommends the dates for the 2024 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) 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

Town Hall Holiday Closure

Since 2003, Town Hall has been closed between Christmas Day 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 work
- Approved arrangement with manager to make up time

All essential services operate as required, such as Operations (Water, Wastewater, Roads), By-law Services, Fire Services and Community Services. Members of the Emergency Control Group also remain on call and are available to respond. Closing Town Hall, except essential services, for the Holiday season is in keeping with past practice and most of our local municipalities.

D. Analysis

In 2024, the paid holidays recognized by the Town will be observed on the following dates:

- Family Day – Monday, February 19
- Good Friday – Friday, March 29
- Easter Monday – Monday, April 1
- Victoria Day – Monday, May 20
- Canada Day – Monday, July 1
- Civic Holiday – Monday, August 5
- Labour Day – Monday, September 2
- Thanksgiving Day – Monday, October 14

- Remembrance Day – Monday, November 11
- Christmas Day – Wednesday, December 25
- Boxing Day – Thursday, December 26
- New Year's Day – Wednesday, January 1, 2025

2024 Town Hall Holiday Closure

Staff recommend the following Holiday Closure, closing Town Hall at noon on Tuesday, December 24, 2024, to reopen on Thursday, January 2, 2025, at 8:30 a.m.

Date	Statutory/Paid Holiday	Town Hall
Tuesday, December 24	No	Open – Close at noon. Staff have the option to work until the end of the work day, or use vacation or lieu time.
Wednesday, December 25	Yes	Closed for Public Holiday - Christmas Day
Thursday, December 26	Yes	Closed for Public Holiday - Boxing Day
Friday, December 27	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, 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.
Tuesday, 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.
Wednesday, January 1, 2025	Yes	Closed for Public Holiday - New Year's Day

Communications and Essential Services

Communications and Human Resources staff will collaborate on a communication plan to ensure staff, residents, and community partners are well informed of all public holiday closures observed by the Town.

During public holiday closures and the extended holiday closure in December, all essential services operate as required, such as Operations (Water, Wastewater, Roads), By-law Services, Fire Services and Community Services. Members of the Emergency Control Group also remain on call and available to respond.

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.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

Not applicable.

G. Financial Impacts

There are no additional costs resulting from the Town Hall Holiday Closure. Employees are required to use vacation days or banked lieu/overtime for the time that is not covered by Paid Holidays. 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

Shawn Everitt, Chief Administrative Officer

Corrina Giles, Town Clerk

Tim Hendry, Manager of Communication 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:
Sarah Traynor, Manager of Human Resources
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519-599-3131 extension 244

Report Approval Details

Document Title:	2024 Holidays Observed and Town Hall Holiday Closure.docx
Attachments:	
Final Approval Date:	Sep 15, 2023

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

Sarah Traynor - Sep 14, 2023 - 1:04 PM

Shawn Everitt - Sep 15, 2023 - 7:47 AM