



# Staff Report

## Human Resources

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**Report To:** Committee of the Whole  
**Meeting Date:** January 9, 2017  
**Report Number:** FAF.17.03  
**Subject:** 2017 Holiday's Observed and Town Hall Closures  
**Prepared by:** Jennifer Moreau, Manager Human Resources

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### A. Recommendations

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THAT Council receive report FAF.17.03 entitled "2017 Holiday's Observed and Town Hall Closures";

THAT Council direct staff to close Town Hall to observe Canada Day on July 3<sup>rd</sup>, 2017, Remembrance Day on November 13<sup>th</sup>, 2017 and Holiday closure from Friday December 22, 2017 at 4:30 pm and reopen Tuesday January 2<sup>rd</sup>, 2018 at 8:30 am;

### B. Overview

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This report advises Council of the statutory holidays and Town observed holidays for the year 2017 and recommends the dates that Town Hall will be closed to observe these holidays.

### C. Background

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The Town of The Blue Mountains recognizes the following dates as paid Town holidays:

Family Day – Monday, February 20  
Good Friday – Friday, April 14  
Easter Monday – Monday, April 17  
Victoria Day – Monday, May 22  
Canada Day – Saturday, July 1  
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

Two of the holidays above occur on the weekend. Traditionally when a holiday falls on a weekend the holiday is observed on the following Monday. Staff recommend designating the

July 1<sup>st</sup> holiday the following Monday July 3<sup>rd</sup>. Town Hall will be closed this day. Staff recommend designating the November 11<sup>th</sup> holiday the following Monday November 13<sup>th</sup>.

Since 2003 Town Hall has been closed between Christmas and New Year's Day. Prior to 2003, the municipality operated with skeleton 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 manager to come into work
- Approved arrangement with manager to make up time

All essential services operate as required such as Engineering & Public Works, Bylaw, Fire and Recreational services. Closing Town Hall, with the exception of essential services, for the Christmas holiday season is in keeping with past practice and most of our local municipalities.

Staff recommend the following holiday closure closing at 4:30 pm on Friday December 22<sup>nd</sup> until January 2<sup>nd</sup> at 8:30 am in 2017:

Date	Statutory Holiday	Town Hall
Monday, December 25	Yes	Closed for Statutory Holiday
Tuesday, December 26	Yes	Closed for Statutory Holiday
Wednesday, December 27	No	Closed, with staff option to use vacation or lieu time. Approved by manager to come into work. Approved arrangement with manager to make up time.
Thursday, December 28	No	Closed, with staff option to use vacation or lieu time. Approved by manager to come into work. Approved arrangement with manager to make up time.
Friday, December 29	No	Closed, with staff option to use vacation or lieu time. Approved by manager to come into work. Approved arrangement with manager to make up time.
Monday January 1, 2018	Yes	Closed for Statutory Holiday

Staff will advertise the Holiday Closure's in the local media and on our website of the closure to notify members of the public.

#### **D. The Blue Mountains Strategic Plan**

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- **Goal # 4: Promote a culture of organizational and operational excellence**
- ✓ **To be an Employer of Choice**
- ✓ **Improve Internal Communications Across our Organization**
- ✓ **To Consistently Deliver Excellent Customer Service**

#### **E. Environmental Impacts**

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N/A

#### **F. Financial Impact**

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N/A

#### **G. In consultation with**

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Senior Management Team

Corrina Giles, Town Clerk

#### **H. Attached**

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N/A

Respectfully Submitted,

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Jennifer Moreau  
Manager Human Resources

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