



Staff Report

Human Resources

Report To: Committee of the Whole
Meeting Date: December 4, 2017
Report Number: FAF.17.148
Subject: 2018 Holiday's Observed and Town Hall Closures
Prepared by: Jennifer Moreau, Manager Human Resources

A. Recommendations

THAT Council receive report FAF.17.148 entitled "2018 Holiday's Observed and Town Hall Closures";

THAT Council direct staff to close Town Hall to observe Canada Day on Monday July 2nd, 2018 and Holiday closure from Friday December 21, 2018 at 4:30 pm and reopen Wednesday January 2nd, 2019 at 8:30 am.

B. Overview

This report advises Council of the statutory holidays and Town observed holidays for the year 2018 and recommends the dates that Town Hall will be closed to observe these holidays.

C. Background

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

- Family Day – Monday, February 19
- Good Friday – Friday, March 30
- Easter Monday – Monday, April 2
- Victoria Day – Monday, May 21
- Canada Day – Sunday, July 1
- Civic Holiday – Monday, August 6
- Labour Day – Monday, September 3
- Thanksgiving Day – Monday, October 8
- Remembrance Day – Sunday, November 11
- Christmas Day – Tuesday, December 25
- Boxing Day – Wednesday, December 26
- New Year's Day – Tuesday, 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 1st holiday to the following Monday July 2nd. Town Hall will be closed this day. Staff recommend designating the November 11th holiday to Monday December 31, 2018.

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 Infrastructure & Public Works, Enforcement & Fire and Community 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 22nd until January 2nd at 8:30 am in 2018:

Date	Statutory Holiday	Town Hall
Monday, December 24	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.
Tuesday, December 25	Yes	Closed for Statutory Holiday
Wednesday, December 26	Yes	Closed for Statutory Holiday
Thursday, 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.
Friday, 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.

Monday December 31	Yes*	Closed for Designated holiday from Remembrance Day. Staff required to work will have a float day instead.
Tuesday January 1, 2019	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

- **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

N/A

F. Financial Impact

N/A

G. In consultation with

- Ruth Prince, Director Finance & IT Services
- Michael Benner, Director Planning & Development Services
- Reg Russwurm, Director Infrastructure & Public Works
- Shawn Everitt, Acting Chief Administrative Officer
- Rob Collins, Director Enforcement and Fire Services
- Corrina Giles, Town Clerk

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H. Attached

N/A

Respectfully Submitted,

Jennifer Moreau
Manager Human Resources

For more information, please contact:
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