



# Staff Report

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## Human Resources

**Report To:** Committee of the Whole  
**Meeting Date:** January 16, 2019  
**Report Number:** FAF.19.004  
**Subject:** 2019 Holidays Observed and Town Hall Closures  
**Prepared by:** Jennifer Moreau, Director of Human Resources

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### A. Recommendations

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THAT Council receive report FAF.19.004 entitled "2019 Holiday's Observed and Town Hall Closures";

THAT Council direct staff to close Town Hall for our Holiday closure from noon Tuesday December 24, 2019 and reopen Thursday January 2<sup>nd</sup>, 2020 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 2019 and recommends the dates that Town Hall will be closed to observe these holidays.

### C. Background

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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.

## D. Analysis

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

Family Day – Monday, February 18  
 Good Friday – Friday, April 19  
 Easter Monday – Monday, April 22  
 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

Staff recommend the following holiday closure closing at noon on Tuesday December 24th until Thursday, January 2<sup>nd</sup> at 8:30 am in 2020:

Date	Statutory Holiday	Town Hall
Tuesday, December 24	No	Open – Close at noon.
Wednesday, December 25	Yes	Closed for Statutory Holiday
Thursday, December 26	Yes	Closed for Statutory Holiday
Friday, 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.
Monday December 30	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 31	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.
Wednesday January 1, 2020	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.

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

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Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #1 To Be an Employer of Choice

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

## **F. Environmental Impacts**

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Not Applicable

## **G. Financial Impact**

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There is no additional cost. The Christmas closure will incorporate statutory days and employees will utilize vacation/lieu/make up the time or work.

## **H. In Consultation With**

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- Ruth Prince, Director Finance & IT Services
- Nathan Westendorp, Director Planning & Development Services
- Reg Russwurm, Director Infrastructure & Public Works
- Shawn Everitt, Interim Chief Administrative Officer
- Rob Collins, Director Enforcement and Fire Services

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Jennifer Moreau, Human Resources Director, [hr@thebluemountains.ca](mailto:hr@thebluemountains.ca).

## **J. Attached**

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Not Applicable

Respectfully submitted,

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Jennifer Moreau  
Director of Human Resources

For more information, please contact:  
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