



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 12, 2023

Subject: SRLCK.2023.05 – Christmas Holiday Office Closure

Report from: Christine Fraser-McDonald, Clerk

Appendices: Appendix A: December/January 2023/2024 Calendar

Recommendation

Be It Resolved that Council hereby,

1. Supports the closure of the Municipal Administrative Office between Christmas and New Year's Day for 2023/2024 (December 27th – January 1st) inclusive;
2. At the time of the closure, staff will be required to use their vacation time, banked time or take time unpaid, based on availability or any combination to cover the closure; and
3. That in keeping with the historical principle established by Council, the Municipal Administrative Office shall be closed annually between Christmas and New Year's and that Council supports this moving forward such that the CAO will advise staff and Council accordingly of the dates each year.

Report Summary

Christmas/New Year holiday closure of the municipal administrative office has been approved by Council for the many years. Staff is recommending that in keeping with Council's historical principle established over the years, that rather than presenting a report every year to Council, the CAO will advise Council and staff accordingly as to what days are necessary for the Christmas/New Year Office closure.

Background

The timeframe between Christmas and New Year's Day historically is a quieter time of the year. It is recommended to close the municipal administrative office between Christmas and New Year's Day. Staff would be required to use their eligible vacation entitlement, unpaid leave or other hours banked.

Analysis

Throughout the year, Staff is not always able to take their eligible vacation entitlement or banked lieu time based on workload requirements. Closing the administrative office is an opportunity for staff to use their vacation or lieu time during this time frame.

Staff working in operations (public works, landfill, recreation facilities) are not included in the municipal administrative office closing as they provide essential services for the Municipality, i.e., winter control operations, emergency responses, etc.

This year, Christmas and Boxing Day fall on a Monday and Tuesday and the office would remain closed for the rest of the week. New Year's Day falls on a Monday and shall be observed as the statutory holiday.

If implemented, the holiday closure would be a total of six (6) days for Christmas 2023 with staff being required to use their vacation or banked lieu time for the three (3) days (December 27th to December 30th).

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding/Link to Procurement Policy

N/A

Approved by: Sylvia Kirkwood, Chief Administrative Officer