



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Michelle Willson

Position: CAO

Title / Subject: 2024 Holiday Closing Schedule

Date of Report: February 13, 2024

Date of Meeting: February 26, 2024

Report No: 2024-GG-003

1.0 Issue / Origin

The purpose of this report is to provide Council with information on the 2024 holiday closing schedule, including all statutory and non-statutory holidays.

2.0 Background

On an annual basis, the Administration reviews the statutory & non-statutory holidays to determine appropriate business hours for the Municipal Administration Building (MAB), including the holiday season closure.

3.0 Analysis

Setting the holiday schedule at this time allows Council and staff to proactively plan vacation time with knowledge and consideration for statutory and planned closures. It also allows for effective communication to the public of the planned business hours.

Table "A" identifies the 2024 statutory and non-statutory holidays when all non-essential services will be closed.

Holiday Name	Date of Observance
New Year's Day	Mon, January 01, 2024
Family Day	Mon, February 19, 2024
Good Friday	Fri, March 29, 2024

Easter Monday	Office Open *Observed on Mon, December 30, 2024*
Victoria Day	Mon, May 20, 2024
Canada Day	Mon, July 01, 2024
Civic Holiday	Mon, August 05, 2024
Labour Day	Mon, September 02, 2024
National Truth and Reconciliation Day	Mon, September 30, 2024
Thanksgiving Day	Mon, October 14, 2024
Remembrance Day	Mon, November 11, 2024
Christmas Day	Wed, December 25, 2024
Boxing Day	Thu, December 26, 2024
Floating Holiday	Fri, December 27, 2024
Easter Monday	Mon, December 30, 2024
Christmas Eve - 1/2 day	Tue, December 31, 2024
New Year's Eve - 1/2 day	Tue, December 31, 2024
New Year's Day	Wed, January 01, 2025

Non-Statutory holidays, are paid holidays included in the collective agreement and/or within By-law 2722-2017-AP, being a by-law to recognize benefits for employees not part of CUPE. Part time or contracted employees are not subject to these paid holidays and therefore, subject to taking those days as unpaid or using banked time.

The non-statutory holidays are: Easter Monday, Civic Holiday, National Truth and Reconciliation Day, Remembrance Day, ½ day Christmas Eve, ½ day New Years Eve and one corporate floating holiday.

With the Christmas and New Years holidays falling in the middle of the week, the Administration polled staff members on their preference of working on Christmas Eve Tuesday, December 24th, 2024, until noon, or closing MAB as of Friday, December 20th, 2024, at 4:30 p.m.

Most staff preferred to close as of Friday, December 20th, 2024, at 4:30 p.m.

As such, the MAB will be closed for the holiday season from Friday, December 20th, 2024, at 4:30 p.m. and reopen on Thursday, January 2nd, 2025 at 8:30 a.m. This will result in staff needing to use 2 days (Vacation/Lieu/Banked) to make up for the full closure.

4.0 Related Policies / Procedures

N/A

5.0 Financial / Budget Assessment

There is no additional financial cost to the Township related to this proposed schedule.

5.1 Asset Management

N/A

6.0 Climate Change Impacts

N/A

7.0 Communications

The dates of closure will be communicated to the public.

8.0 Conclusion

This proposal is consistent with past practice and with neighbouring municipalities.

Emergency Services and other essential Township services will continue to be provided as necessary throughout the Holiday Season Closure.

9.0 Recommendation

BE IT RESOLVED THAT Report No. 2024-GG-003 entitled "2024 Statutory Public Holiday Closing Schedule", be received for information.