The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To:	Mayor and Members of Council
From:	Laura Moy, Director Corporate Services & Clerk
Date to Council:	July 27, 2021
Report Number:	CS- 2021-19
Subject:	December Holiday Schedule 2022

Recommendations

It is recommended:

That CS-2021-19 entitled "December Holiday Schedule 2022" **be received**;

And that the Tecumseh Town Hall Offices **be closed** for the 2022 December Holiday Season from Saturday, December 24, 2022 through to and including Sunday, January 1, 2021.

Background

Article 12.04 of the Collective Agreement between The Corporation of the Town of Tecumseh and CUPE 702.2 - Inside Full-time Staff (Collective Agreement) states that:

> "If the Corporation intends to shut down its operations between Christmas and New Year's, it shall advise the employees and the Union before May 1 of each year. In the event of such shutdown, the employees may choose to take non-holiday days as vacation, lieu time or unpaid leave."

In prior years, Council has authorized the closing of the Tecumseh Town Hall Offices (Town Hall) from Christmas Eve through to and including New Year's Day, subject to staff utilizing vacation, banked overtime, float, or unpaid leave days for any non-statutory holidays.

Approval of the 2022 December Holiday Schedule and Town Hall closure is being requested at this time to permit the 2022 Essex-Windsor Solid Waste Authority (EWSWA) Collection Calendar to include all holidays and the dates on which the Town Hall is closed. The EWSWA Calendar starts development in the fall of each year in order to be ready for distribution the following January.

The 2022 Council Meeting and Holiday Calendar has also been developed by the Corporate Services & Clerk's Department and is the subject of a separate report to Council.

Comments

The following are paid holidays, in accordance with the Collective Agreement:

- Christmas Eve (Saturday, December 24, 2022);
- Christmas Day (Sunday, December 25, 2022);
- Boxing Day (Monday, December 26, 2022);
- New Year's Eve (Saturday, December 31, 2022); and
- New Year's Day (Sunday, January 1, 2023).

The Collective Agreement states in Article 12.02:

> "If a paid holiday falls on a Sunday, the holiday will normally be observed on the following Monday, and if a paid holiday falls on a Saturday, the holiday will normally be observed on the preceding Friday."

In consultation with CUPE 702.2, the following holiday observances are being recommended:

- Christmas Eve holiday, which falls on a Saturday, being observed on the following Tuesday, December 27, 2022

- Christmas Day holiday, which falls on the Sunday, being observed on the Wednesday, December 28, 2022

- New Year's Eve holiday, which falls on Saturday, being observed on Thursday, December 29, 2022

- New Year's Day, which falls on Sunday, being observed on Friday, December 30, 2022.

Closing Town Hall during the Christmas Holiday Season in 2022 from Monday, December 26, 2022 to Friday, December 30, 2022, does not require staff to utilize vacation, banked overtime, float or unpaid leave for this period of time.

The following table depicts the 2022/2023 Holidays and observance days that have been described.

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					23 Office Open	24 **Christmas Eve** Office Closed
25 **Christmas Day** Office Closed	26 **Boxing Day** Office Closed	27 **Paid Holiday** Christmas Eve	28 **Paid Holiday** Christmas Day	29 **Paid Holiday** New Year's Eve	30 **Paid Holiday** New Years Day	31 **New Year's Eve** Office Closed

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 **New Year's Day** Office Closed	2 Office Open					

Closing Town Hall during the Christmas and Holiday Season is appreciated by staff. Conflicts with vacation requests and schedules are also avoided. Notwithstanding the foregoing, staff may submit requests to their respective department Directors for consideration to other leave time around the holidays.

Advance notice of Town Hall closure during the December Holiday Season is given to the public through advertisements in the local newspaper, posted on the Town's website and through Social Media (Facebook and Twitter), and at each of the Town Hall entrances, as well as in the EWSWA Collection Calendar.

The telephone system is programmed to inform residents who may call during the holidays of emergency contact numbers for road, sewer or water problems.

Payments on overdue taxes can be made by automatic debit, telephone banking, post-dated cheques or left in the mail slot.

Residents have not complained or expressed concerns regarding the Town Hall closure during the December Holiday Season in prior years.

Consultations

CUPE Local 702

Financial Implications

There are no financial implications arising from this report.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
☐	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
☐	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
☒	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
☒	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
☐	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable   ☐

Website ☒   Social Media ☒   News Release ☒   Local Newspaper ☒

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White
Administrative Assistant to Director Corporate
Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None