



STAFF REPORT

Meeting Date: February 14, 2022

Title: Municipal Office and Facility Closures for 2022 and 2023

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Department: Administration

Report Number: Administration-2022-007

Recommendation:

THAT Council authorizes the additional closure of Municipal Offices and Facilities during the 2022/23 Christmas/New Year period as follows:

December 28, December 29 and December 30.

Background:

City of Dryden policy and collective agreement authorize the closure on non-essential City offices and facilities for a half day on December 24th (Christmas Eve) and a half day on December 31st (New Year's Eve). Traditionally this period sees a decline in customer service levels and reduced staffing levels as employees take time off to spend with family and friends or to travel during the holidays. Most departments traditionally operate with skeletal staff during the whole holiday period leading into Christmas and New Year.

Any additional office/facility closures outside of the policy need to be authorized by Council.

Discussion:

Many municipalities not only throughout Northwestern Ontario but throughout Ontario offer modified work schedules during this period. In our region approximately $\frac{3}{4}$ of municipalities close their offices/facilities for some time during the Christmas and New Year period including the City of Thunder Bay. The exact closures are dependent on when the statutory holidays occur and their impacts to services.

Staff has reviewed the calendar and is recommending the additional 3 days of closure for non-essential City offices and facilities over the 2022/2023 holiday period. This closure will have minimal impact to customer service and the City now offers payment online. Essential services such as fire, snow removal, cemetery and other booked recreational programming (i.e. hockey tournaments) will still be provided as required. Other services such as the Dryden Library closure will be approved by the Library Board.

The closure will be from end of the business day December 23 to January 2 inclusive and will incorporate all Statutory Holidays, the 2 additional closure dates (December 28 and 29) and the 2 x ½ days for December 24 and 31 to be used December 30.

Affected employees will be required to set aside 2 days of vacation, lieu time, overtime and/or unpaid leave to cover December 28 and 29. Approval of the additional closures this early in the year should allow employees time to plan their time off accordingly and should reduce any requests to management for employees to be accommodated to work during this closure period.

Attachments (Reference Material):

December and January Calendars