



Council report

Meeting date:	November 17, 2020
Title:	2020 Holiday Hours
Prepared by:	CAO/Deputy Clerk Laura Johnston

Recommendation

That report CAO – 2020 Holiday Hours; West Grey Municipal Office be received; and further,

That committee recommends Council approve the 2020 holiday hours at the West Grey municipal office to close at 12 noon on Thursday, December 24 with a return to COVID hours of 10 a.m. to 4:30 p.m. effective Monday, January 4, 2021.

Executive summary

In December 2019, West Grey adjusted hours at the municipal office with staff using vacation or personal time to accommodate an additional closed day. There have been several changes in operations during 2020, in response to the global pandemic and through implementing operational efficiencies that warrant consideration of closing the municipal office for an additional three days between December 25, 2020 and January 4, 2021.

Background and discussion

The municipality of West Grey implemented revised holiday hours in 2019 with the municipal office closing on Friday December 27 in addition to the two statutory holidays of December 25 and 26. Staff used saved vacation time to cover the extra closure and there was no financial implication to the corporation. The municipal office reopened on December 30 to accommodate tax payment due dates.

There are several considerations for a 2020 holiday closure of the last week of December. The COVID-19 pandemic has changed how we offer and deliver municipal services with many residents utilizing online methods to interact with staff. The final tax due date for supplementary/omitted assessments is Dec. 15, 2020 and the dog tag program has been converted to a tag-for-life program with extended deadlines. Additionally, several municipalities in Ontario have a holiday season shutdown and West Grey staff has agreed to use vacation time or personal to cover the closure of three days. Critical staff, senior management and members of the Emergency Control Group would be expected to respond should the need arise.



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For the 2020 holiday season, staff will not be working the following statutory holidays: Friday, December 25, Monday, December 28 (Boxing Day statutory holiday) and Friday, January 1, 2021. Staff will be using vacation or personal time to cover the following three and a half days: Thursday, December 24 (half day), Tuesday, December 29, Wednesday, December 30 and Thursday, December 31. The office will reopen on Monday, January 4, 2021.

Legal and legislated requirements

Not applicable

Financial and resource implications

No financial implications as staff must use vacation time or personal time to cover the closure period.

Staffing implications

None

Consultation

West Grey municipal office staff
West Grey senior management team

Alignment to strategic vision plan

Pillar: Work Together
Goal: Listen and empower

Attachments

None

Next steps

On council ratification, launch a communications plan that includes West Grey social media channels, website, and media release

Respectfully submitted:
Laura Johnston, Chief Administrative Officer