

## **Municipality of Chatham-Kent**

### **Corporate Services**

#### **Human Resources and Organizational Development**

**To:** Mayor and Members of Council

**From:** Cathy J.E. Hoffman, MPA, CHRL  
General Manager of Corporate Services/Chief Human Resource Officer

**Date:** November 9, 2022

**Subject:** 2023 Non-union Statutory and Non-Statutory Holidays

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#### **Recommendations**

It is recommended that the following Holidays in accordance with Section 1-8 of the Non-union Policy Manual be recognized as follows:

1. Recognize Canada Day on Monday, July 3, 2023
2. Recognize Remembrance Day on Monday, November 13, 2023
3. Recognize the Float Day on Wednesday, December 27, 2023
4. Community Human Services non-union employees be allowed the choice of Wednesday, December 27, 2023 or Friday, December 29, 2023 to accommodate operational requirements.

#### **Background**

In accordance with our Corporate Non-Union Policy Manual specifically Section 1-8 (Holidays – Statutory and Non-Statutory) holidays are recognized on their respective day unless the holiday falls on a Saturday or Sunday.

In 2023, this will pertain to both Canada Day and Remembrance Day, as both of these holidays will fall on a Saturday. Administration is recommending that they be recognized as follows which is in accordance with the provincial observance:

- Canada Day to be recognized on Monday, July 3, 2023
- Remembrance Day to be recognized on Monday, November 13, 2023

All operations of the Municipality, with certain exceptions (Emergency protection services, long-term care home, libraries, and certain recreational operations) would be closed on Monday, July 3, 2023 and Monday, November 13, 2023.

In regards to the Christmas holiday for 2023, Christmas Day falls on a Monday and typically, the “Float Holiday” is taken in two half days prior to Christmas and prior to New Year’s. When Christmas Day falls on a Sunday or Monday, it has an impact on how the Float Day will be recognized and scheduled.

The following is an excerpt from Policy: Holidays – Statutory and Non-Statutory – Section: 1-8 that outlines the typical method of scheduling:

“If December 25 falls on either a Sunday or Monday, municipal offices will be open the full day on the preceding Friday and closed for the full Friday that follows as the “Float Day”.

In years when December 24 and 31 fall on a week day, municipal offices will close at noon on both days. This change will impact how employees may use their “Float Day” as it will now be split between the afternoons of Christmas Eve Day and New Year’s Eve Day.

Whenever any of the above identified holidays fall on a Saturday or Sunday, and are not proclaimed as being observed on some other work day, the preceding Friday or the following Monday and/or Tuesday shall be deemed to be the holiday, unless otherwise specified by Council.”

### **Comments**

Similar to the decision Council made on April 4, 2022 to recognize the Christmas float day of 2022 on Wednesday, December 28<sup>th</sup>, (versus Friday, December 30<sup>th</sup>) administration recommends that the 2023 float day be recognized on Wednesday, December 27<sup>th</sup>, 2023 versus Friday, December 29<sup>th</sup> for service continuity to external customers and to optimize the number of consecutive days off available to staff who have limited vacation entitlement. Observing the Statutory and Non-Statutory Holidays on a day other than the proclaimed day requires Council approval.

The exception to this will be Community Human Services staff who, due to provincial procedures that need to be followed with the issuance of cheques and the length of time offices can be closed and not available to its clients, the non-union staff of Senior Services, Housing Services and Employment and Social Services will be provided the opportunity to choose between December 27, 2023 and December 29, 2023 as their Float Day in order to accommodate operational needs.

The non-union staff of the remaining divisions being Child Care and Early Years and Public Health Unit will follow the decision as approved by Council.

### **Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

☐ Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

- ☐ A Healthy and Safe Community:  
Chatham-Kent is a healthy and safe community with sustainable population growth
- ☐ People and Culture:  
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- ☐ Environmental Sustainability:  
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- ☐ Financial Sustainability:  
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- ☒ Open, Transparent and Effective Governance:  
  
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- ☐ Has the potential to support all areas of strategic focus & critical success factors
- ☐ Neutral issues (does not support negatively or positively)

### **Consultation**

The Executive Management Team.

### **Financial Implications**

There are no financial implications at this time.

Prepared by: Cathy Hoffman, MPA, CHRL, General Manager, Corporate Services/Chief Human Resource Officer