

BY-LAW NO: 23-17

**Being a bylaw to adopt the Christmas Closure of Municipal Office Policy for
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

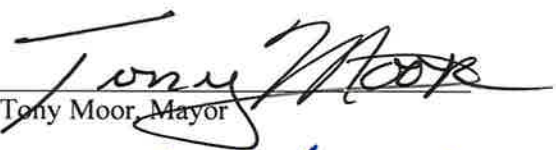
AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Christmas Closure of Municipal Office Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That the Christmas Closure of Municipal Office Policy attached hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
4. This by-law shall come into force and take effect on the date of passing thereof and its short title is "Christmas Closure of Municipal Office Policy By-Law".

**READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 1ST
DAY OF MARCH, 2023**


Tony Moor, Mayor


Rachel Jean Schneider, Clerk

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:
Christmas Closure of Municipal Office

SUBJECT:
Christmas Hours

POLICY SECTION:
C

POLICY NO:
3

EFFECTIVE DATE: December 12, 2012
REVIEWED: Feb 15, 2023

ENACTED BY:
Resolution, By-Law 23-17

Municipal offices will be closed to the public for normal administrative business between Christmas and New Years each year. Required operations (e.g., fire, water etc.) continue to function and are staffed as needed.

Staff, with the exception of the landfill attendant, will not be required to work and will take the full week off between Christmas and New Years as a result of the closure, may do so using vacations days, floating holidays, unpaid days, etc.

In accordance with the *Employment Standards Act*, employees are required to work the last scheduled day before the statutory holiday and the first scheduled day after the statutory holiday