



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Donna Drouillard / Selena Scebba	Report Date: March 12, 2025
Author's Phone: 519 736 0012 ext. 2242 / 2237	Date to Council: April 14, 2025
Author's E-mail: ddrouillard@amherstburg.ca / sscebba@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Amendments to Annual Vacation and Paid Holidays Policy

1. RECOMMENDATION:

It is recommended that:

1. The Annual Vacation and Paid Holidays policy **BE AMENDED** in accordance with the March 12, 2025 report; and,
2. The Paid Holidays policy **BE RESCINDED**.

2. BACKGROUND:

The Non-Union Annual Vacation policy, last amended on October 25, 2021, details the Town's commitment to providing paid vacation time to its employees in accordance with its legislative responsibilities as an employer and to provide time away from the workplace for rest and rejuvenation. Specifically, this policy defines the vacation entitlement for non-union employees. Similarly, the Paid Holidays policy was adopted on October 23, 2006 to provide a definition of paid holidays as it relates to employees of the Town.

3. DISCUSSION:

In accordance with the Town's policy program, which encourages a five-year review schedule, the Non-Union Annual Vacation policy and Paid Holidays policy were reviewed. As a result, the policies were consolidated into the Annual Vacation and Paid Holidays policy in an effort to reduce duplication, provide role clarity, ensure legislative compliance, and engage in best practices.

4. RISK ANALYSIS:

There are no risks associated with the policy changes recommended in this report.

5. FINANCIAL MATTERS:

In addition to the benefits referred to in the Discussion section of the report, the Policy proposes slight adjustments in how vacation carry over is managed and includes a progressive plan and more rigorous thresholds to reduce any liabilities associated with the amount of vacation carry forward year over year.

6. ASSET MANAGEMENT IMPACTS:

There are no asset management impacts associated with the policy changes recommended in this report.

7. CONSULTATIONS:

Kevin Fox, Clerk/Risk Manager
Valerie Critchley, Chief Administrative Officer
Senior Management Team

8. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p>PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none">✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures.<input type="checkbox"/> Deliver transparent and efficient financial management.<input type="checkbox"/> Increase effective communication and engagement with residents.✓ Develop our staff team, resources, and workplace culture.<input type="checkbox"/> Continue to deliver strong core municipal services.<input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation.	<p>PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"><input type="checkbox"/> Encourage development of commercial and industrial lands.<input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.<input type="checkbox"/> Continue to facilitate downtown development for residents and visitors.<input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
PILLAR 2	PILLAR 4

Invest in Community Amenities and Infrastructure	Shape Growth Aligned with Local Identity
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

9. CONCLUSION:

Administration recommends that Council adopt the amendments to the Annual Vacation and Paid Holidays policy and rescind the Paid Holidays policy.



Donna Drouillard
Manager of Human Resources



Selena Scebba
Policy and Committee Coordinator

Report Approval Details

Document Title:	Amendments to Annual Vacation and Paid Holidays Policy.docx
Attachments:	- 2025 02 28 - Annual Vacation and Paid Holidays Policy RM.pdf
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:



Tracy Prince



Valerie Critchley



Kevin Fox