



## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Melissa Lawr, Deputy Clerk - Legislation

**DATE:** October 5, 2022

**REPORT NO.:** ADMIN-2022-0046

**SUBJECT:** Corporate Christmas Closures (2023-2026)

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### RECOMMENDATION:

THAT Report No. ADMIN-2022-0046 dated October 5, 2022 regarding Corporate Christmas Closures (2023-2026) be received;

AND FURTHER THAT the Halton Hills Town Hall be closed from 12 noon on Friday, December 22, 2023 through to 8:30 a.m. on Tuesday, January 2, 2024 inclusive;

AND FURTHER THAT the Halton Hills Town Hall be closed from 12 noon on Tuesday, December 24, 2024 through to 8:30 a.m. on Thursday, January 2, 2025 inclusive;

AND FURTHER THAT the Halton Hills Town Hall be closed from 12 noon on Wednesday, December 24, 2025 through to 8:30 a.m. on Friday, January 2, 2026;

AND FURTHER THAT the Halton Hills Town Hall be closed from 12 noon on Thursday, December 24, 2022 through to 8:30 a.m. on Monday, January 4, 2027;

AND FURTHER THAT staff have the option of using vacation time, banked overtime, or a leave of absence without pay to cover three (3) working days in 2023, three (3) working days in 2024, three (3) working days in 2025 and three (3) working days in 2026.

## KEY POINTS:

The following are key points for consideration with respect to this report:

- The initiative of a corporate closure during the Christmas holidays was introduced in 1993 in response to Social Contract legislation
- There is a low demand for Town administrative services during this holiday season time period
- The Corporate Christmas Closure is advertised in the local newspaper and on the Town's website in December and a notice is also posted at the entrance to Town Hall
- Town staff have the option of using vacation time, banked overtime, or a leave of absence without pay to cover the days of the Corporate Christmas Closure

## BACKGROUND AND DISCUSSION:

As in past practice, staff will be required to cover three (3) personal days in 2023, 2024, 2025 and 2026 by using vacation days, banked overtime or a leave of absence without pay. It has also been the practice that the municipal operations conclude at noon on the last working day prior to Christmas Day.

The following outlines the proposed closure schedule for the next 4-year cycle:

### 2023 Christmas Closure Schedule

Friday December 22, 2023	Town Hall closes at 12:00 p.m.
Monday December 25	Christmas Day (Statutory Holiday observed)
Tuesday December 26	Boxing Day (Statutory Holiday observed)
Wednesday December 27	Personal Day
Thursday December 28	Personal Day
Friday December 29	Personal Day
Monday January 1, 2024	New Year's Day (Statutory Holiday observed)
Tuesday January 2, 2024	Town Hall re-opens at 8:30 a.m.

### 2024 Christmas Closure Schedule

Tuesday December 24, 2024	Town Hall closes at 12:00 p.m.
Wednesday December 25	Christmas Day (Statutory Holiday observed)
Thursday December 26	Boxing Day (Statutory Holiday observed)
Friday December 27	Personal Day
Monday December 30	Personal Day
Tuesday December 31	Personal Day
Wednesday January 1, 2025	New Year's Day (Statutory Holiday observed)
Thursday January 2, 2025	Town Hall re-opens at 8:30 a.m.

**2025 Christmas Closure Schedule**

Wednesday December 24, 2025	Town Hall closes at 12:00 p.m.
Thursday December 25	Christmas Day (Statutory Holiday observed)
Friday December 26	Boxing Day (Statutory Holiday observed)
Monday December 29	Personal Day
Tuesday December 30	Personal Day
Wednesday December 31	Personal Day
Thursday January 1, 2026	New Year's Day (Statutory Holiday observed)
Friday January 2, 2026	Town Hall re-opens at 8:30 a.m.

**2026 Christmas Closure Schedule**

Thursday December 24, 2026	Town Hall closes at 12:00 p.m.
Friday December 25	Christmas Day (Statutory Holiday observed)
Monday December 28	Boxing Day (Statutory Holiday observed)
Tuesday December 29	Personal Day
Wednesday December 30	Personal Day
Thursday December 31	Personal Day
Friday January 1, 2027	New Year's Day (Statutory Holiday observed)
Monday January 4, 2027	Town Hall re-opens at 8:30 a.m.

**STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

**RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

The Town Clerk and Director of Human Resources were consulted regarding the office closure dates.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer