



## REPORT

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

**REPORT FROM:** Renée Brown, Deputy Clerk – Legislation & Elections

**DATE:** November 5, 2018

**REPORT NO.:** ADMIN-2018-0035

**RE:** 2019, 2020, 2021 & 2022 Corporate Christmas Closures

### RECOMMENDATION:

THAT Report No. ADMIN-2018-0035 dated November 5, 2018, regarding 2019, 2020, 2021 and 2022 Corporate Christmas Closures be received;

AND FURTHER THAT the Halton Hills Town Hall be closed from 12 noon on Tuesday, December 24, 2019 through to 8:30 a.m. on Thursday, January 2, 2020 inclusive;

AND FURTHER THAT the Halton Hills Town Hall be closed from 12 noon on Thursday, December 24, 2020 through to 8:30 a.m. on Monday, January 4, 2021 inclusive;

AND FURTHER THAT the Halton Hills Town Hall be closed from 12 noon on Friday, December 24, 2021 through to 8:30 a.m. on Monday, January 3, 2022;

AND FURTHER THAT the Halton Hills Town Hall be closed from 12 noon on Friday, December 23, 2022 through to 8:30 a.m. on Monday, January 2, 2023;

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 2019, three (3) working days in 2020, two (2) working days in 2021 and two (2) working days in 2022.

### BACKGROUND:

The initiative of a corporate closure at Christmas was introduced in 1993 in response to Social Contract legislation. This practice has continued each year, as there is a low demand for Town administrative services during this holiday season time period.

## COMMENTS:

As in past practice, staff will be required to cover three (3) personal days in 2019, three (3) personal days in 2020, two (2) personal days in 2021 and two (2) personal days in 2022 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:

### 2019 Christmas Closure Schedule

Town Hall will close as of 12 noon on Tuesday, December 24, 2019 and re-open on Thursday, January 2, 2020. Staff will be required to use three (3) personal days and the statutory days will be observed as set out below:

<u>3 Statutory Holidays</u> (observed)	<u>3 Personal Days</u>
Christmas Day (Wednesday December 25)	Friday, December 27
Boxing Day (Thursday, December 26)	Monday, December 30
New Year's Day (Wednesday, January 1)	Tuesday, December 31

### 2020 Christmas Closure Schedule

Town Hall will close as of 12 noon on Thursday, December 24, 2020 and re-open on Monday, January 4, 2021. The three (3) personal days and the statutory days will be observed as set out below:

<u>3 Statutory Holidays</u> (observed)	<u>3 Personal Days</u>
Christmas Day (Friday, December 25)	Tuesday, December 29
Boxing Day (Monday, December 28)	Wednesday, December 30
New Year's Day (Friday, January 1)	Thursday, December 31

### 2021 Christmas Closure Schedule

Town Hall will close as of 12 noon on Friday, December 24, 2021 and re-open on Monday, January 3, 2022. The two (2) personal days and the statutory days will be observed as set out below:

<u>3 Statutory Holidays</u> (observed)	<u>2 Personal Days</u>
Christmas Day (Monday, December 27)	Wednesday, December 29
Boxing Day (Tuesday, December 28)	Thursday, December 30
New Year's Day (Friday, December 31)	

## **2022 Christmas Closure Schedule**

Town Hall will close as of 12 noon on Friday, December 23, 2022 and re-open on Monday, January 2, 2023. The two (2) personal days and the statutory days will be observed as set out below:

### 3 Statutory Holidays (observed)

Christmas Day (Monday, December 26)

Boxing Day (Tuesday, December 27)

New Year's Day (Friday, December 30)

### 2 Personal Days

Wednesday, December 28

Thursday, December 29

## **RELATIONSHIP TO STRATEGIC PLAN:**

This is an operational matter thus there is no direct relationship to the strategic plan.

## **FINANCIAL IMPACT:**

There is no direct impact on the budget, as this has been an ongoing administrative practice.

## **CONSULTATION:**

Senior Management has reviewed and concurs with the proposed 2019, 2020, 2021 and 2022 Corporate Christmas Closure schedules.

## **PUBLIC ENGAGEMENT:**

No public engagement required as this is an administrative matter.

## **SUSTAINABILITY IMPLICATIONS:**

The sustainability implications associated with this report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. Since the recommendations of this report are not related to a major project, policy or initiative, sustainability implications are not triggered and hence there are no direct sustainability implications associated with this report.

## **COMMUNICATIONS:**

The Corporate Christmas Closure is advertised in the local newspaper twice in the month of December and notice is also posted at the entrance to Town Hall.

**CONCLUSION:**

Council approval of Christmas Closure schedules allows staff to forecast operational needs and enables employees to properly allocate vacation days and personal days required to cover the closures.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Suzanne Jones".

**Suzanne Jones, Clerk & Director of Legislative Services**

A handwritten signature in cursive script, appearing to read "Brent Marshall".

**Brent Marshall, CAO**