

DATE: September 19, 2022

REPORT NO: CAO-04-2022

SUBJECT: **Christmas Break Holiday Hours 2022**

CONTACT: Joanne Scime, Director of Legislative Services/Clerk
Bev Hendry, CAO

OVERVIEW:

This report will address the hours of operation for the Main Administration Office, the Public Works Yard and the West Lincoln Community Centre during the 2022 Christmas Break (December 26th, 2022 to January 2nd, 2023 inclusive).

RECOMMENDATION:

- (1) That, Recommendation Report CAO-04-2022 dated September 19, 2022 regarding "Christmas Break Holiday Hours 2022", be received; and,
- (2) That, the following Christmas Break Schedule be approved:
 - (a) That, the Main Administration Office be closed on December 29th, and 30th, 2022 (office closed for the period between December 26th, 2022 to and including January 2nd, 2023); and,
 - (b) That, the Public Works Yard remain open on December 29th and 30th, 2022; and,
 - (c) That the West Lincoln Community Centre remain open, subject to program scheduling, from December 24th, 2022 to January 1st, 2023 inclusive, with the exception of December 25th, 2022.

ALIGNMENT TO STRATEGIC PLAN:

Not applicable to this report.

BACKGROUND:

Each year, the Main Administration Office is closed between December 24th to and including January 1st with the Public Works Yard remaining open during the time period following Boxing Day, which will be observed on December 28th due to Christmas Eve & Christmas Day falling on a Saturday and Sunday, respectfully (December 24th to be observed on December 26th and Christmas Day to be observed on December 27th). The Main Administration Office will remain closed on December 30th.

The West Lincoln Community Centre will remain open, subject to program scheduling, from December 24th to January 1st inclusive, with the exception of December 25th.

CURRENT SITUATION:

As in past years, staff is recommending that the Main Administration Office be closed on December 29th and 30th, 2022. Historically this request has been approved by Council as there has been very little activity at the Main Administration Office during this time period. Regular hours of operation for the main office will resume on Tuesday, January 3rd, 2023. The Public Works Department will be open with operations remaining status quo during the Christmas Break. The West Lincoln Community Centre will remain open, subject to program scheduling, with the exception of December 25th, 2022.

FINANCIAL IMPLICATIONS:

There are no financial implications to the municipality with respect to the closure of the Township Office during the 2022 Christmas Break as employees will use either a vacation day, lieu day, take the time off without pay or borrow from next year's vacation.

INTER-DEPARTMENTAL COMMENTS:

The issue of closing the Main Administration Office over the Christmas Break has been reviewed with Senior Management and no concerns were raised.

CONCLUSION:

Staff recommends that the Main Administration Office be closed on December 29th and December 30th, 2022; and, that the Public Works Yard remain open on these days and that the West Lincoln Community Centre remain open subject to program scheduling from December 24th, 2022 to January 1, 2023 inclusive with the exception of December 25th, 2022, be approved.

Prepared & Submitted by:



Joanne Scime,
Director of Legislative Services/Clerk

Approved by:



Bev Hendry,
CAO