

DATE: November 16, 2020

REPORT NO: CAO-09-2020

SUBJECT: **Christmas Break Holiday Hours**

CONTACT: Bev Hendry, CAO

OVERVIEW:

This report will address the hours of operation during the Christmas Break for the Main Administration Office, the Public Works Yard and the Arena during the Christmas Break (December 24th, 2020 to January 1, 2021 inclusive).

RECOMMENDATION:

- (1) That, Report CAO-09-2020 dated November 16, 2020 regarding the “Christmas Break Holiday Hours”, be received; and,
- (2) That, the following Christmas Break Schedule be approved:
 - (a) That, the Main Administration Office be closed on December 29th, 30th & 31st, 2020 (office closed for the period between December 24th, 2020 to and including January 1st, 2021); and,
 - (b) That, the Public Works Yard remain open on December 29th, 30th & 31st, 2020; and,
 - (c) That the Arena remain open, subject to program scheduling, from December 24th, 2020 to January 1st, 2021 inclusive, with the exception of December 25th, 2020.

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 (December 26 to be observed on December 28) to and including December 31st, and the Arena also remaining 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, 30th and 31st, 2020. 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 Monday, January 4th, 2021. All other operations, including the Arena and Public Works, will remain status quo over the Christmas Break. The Arena will remain open, subject to program scheduling.

FINANCIAL IMPLICATIONS:

There are no financial implications to the municipality with respect to the closure of the Township Office during the 2020 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.

CONCLUSION:


Staff recommends that the Main Administration Office be closed on December 29th, 30th, and December 31st, 2020; and, that the Public Works Yard remain open on these days and that the Arena remain open subject to program scheduling from December 24th, 2020 to January 1, 2021 inclusive with the exception of December 25th, 2020, be approved.

Prepared & Submitted by:



Joanne Scime, Clerk

Approved by:



Bev Hendry, CAO