

**DATE:** September 18, 2023

**REPORT NO:** CAO-04-2023

**SUBJECT:** **Christmas Break Holiday Hours 2023**

**CONTACT:** Jessica Dyson, 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 2023 Holiday Break (December 25<sup>th</sup>, 2023 to January 1<sup>st</sup>, 2024 inclusive).

**RECOMMENDATION:**

- (1) That, Recommendation Report CAO-04-2023 dated September 18, 2023 regarding “Christmas Break Holiday Hours 2023”, be received; and,
- (2) That, the following Christmas Break Schedule be approved:
  - (a) That, the Main Administration Office be closed on December 28<sup>th</sup>, and 29<sup>th</sup>, 2023 (office closed for the period between December 25<sup>th</sup>, 2023 to and including January 1<sup>st</sup>, 2024); and,
  - (b) That, the Public Works Yard remain open on December 28<sup>th</sup> and 29<sup>th</sup>, 2023; and,
  - (c) That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24<sup>th</sup>, 2023 to January 1<sup>st</sup>, 2024 inclusive, with the exception of December 25<sup>th</sup>, 2023.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #4**

**Advance** – Organizational capacity and effectiveness

**BACKGROUND:**

Each year, the Main Administration Office is closed between December 24<sup>th</sup> to and including January 1<sup>st</sup> with the Public Works Yard remaining open during the time period following Boxing Day, which will be observed on December 27<sup>th</sup> due to Christmas Eve falling on a Sunday. The Main Administration Office will remain closed on December 28<sup>th</sup> and 29<sup>th</sup>. The West Lincoln Community Centre will remain open, subject to program scheduling, from December 24<sup>th</sup> to January 1<sup>st</sup> inclusive, with the exception of December 25<sup>th</sup>.

**CURRENT SITUATION:**

As in past years, staff is recommending that the Main Administration Office be closed between December 25<sup>th</sup> to and including December 29<sup>th</sup>, 2023. 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 2<sup>nd</sup>, 2024. 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 25<sup>th</sup>, 2023.

**FINANCIAL IMPLICATIONS:**

There are no financial implications to the municipality with respect to the closure of the Township Office during the 2023 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 as well as the Human Resource Coordinator and no concerns were raised.

**CONCLUSION:**

Staff recommends that the Main Administration Office be closed on December 28<sup>th</sup> and December 29<sup>th</sup>, 2023; 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 24<sup>th</sup>, 2023 to January 1, 2024 inclusive with the exception of December 25<sup>th</sup>, 2023, be approved.

**Prepared & Submitted by:**



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**Jessica Dyson,  
Director of Legislative Services/Clerk**

**Approved by:**



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**Bev Hendry,  
CAO**