

DATE: September 16, 2024

REPORT NO: C-05-2024

SUBJECT: **Township Hours of Operation for Winter Break - 2024**

CONTACT: Justin Paylove, Director of Legislative Services/Clerk
Truper McBride, Chief Administrative Officer

OVERVIEW:

- This report will address the hours of operation for the Township Administration Building, the Public Works Yard and the West Lincoln Community Centre during the 2024 Winter Break (December 24, 2024 to January 1, 2025 inclusive).

RECOMMENDATION:

1. That, Recommendation Report C-05-2024 titled "Township Hours of Operation for Winter Break - 2024" dated September 16, 2024, be received; and
2. That, the following Winter Break operating schedule be approved:
 - (a) That, the Township Administration Building be closed on December 27, 30 and 31, 2024 (office closed for the period between December 24, 2024 to and including January 1, 2025); and,
 - (b) That, the Public Works Yard remain open on December 27, 30 and 31, 2024; and
 - (c) That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24, 2024 to January 1, 2025 inclusive, with the exception of December 25, 2024.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- Advance organizational capacity and effectiveness

BACKGROUND:

Each year, the Township Administration Building is closed sometime between December 24 to and including January 1, with the Public Works Yard remaining open during the time period following December 26. Historically, this request has been

approved by Council as there has been very little activity at the Township Administration Building during this time period.

CURRENT SITUATION:

Administration is recommending that the Township Administration Building be closed between December 27 to and including December 31, 2024. Regular hours of operation for the Township Administration Building will resume on Thursday, January 2, 2025. The Public Works Yard will be open, with operations remaining the same during this period. The West Lincoln Community Centre will remain open, subject to program scheduling, with the exception of December 25, 2024.

FINANCIAL IMPLICATIONS:

There are no financial implications to the municipality with respect to the closure of the Township Administration Building during this time, 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 Township Administration Building has been reviewed by the Senior Management Team as well as the Human Resources Advisor and no concerns were raised.

CONCLUSION:

This report is to inform Committee and Council that Administration recommends that the Township Administration Building be closed on December 27, 30 and 31, 2024; and, that the Public Works Yard remain open on these days. The West Lincoln Community Centre will remain open subject to program scheduling from December 24, 2024 to January 1, 2025 inclusive with the exception of December 25, 2024.

Prepared & Submitted by:

Justin Paylove
Director of Legislative Services/Clerk

Approved by:

Truper McBride
Chief Administrative Officer