

Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Judy Everett
Date: June 29, 2026
Subject: Township Office and Facility Closure for the 2026 Christmas Holiday

Recommendation:

That Council authorizes the closure of the Township office and facility offices from and including 12:00 noon on Thursday, December 24th, 2026, up to and including Friday, January 1st, 2027, with any time off other than statutory holidays to be taken through the use of vacation time; and further, if vacation entitlement has been exhausted, time off other than statutory holidays can be taken through the use of banked time or personal time, or time off without pay.

Background:

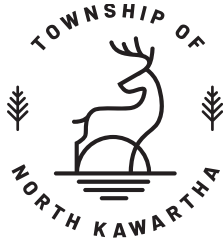
As a result of the number of statutory holiday days and scheduled vacation days occurring during the Christmas break, many municipalities engage in the practice of closing down their Administration and facility offices for the week around the holidays. The Township of North Kawartha has historically followed this practice.

Analysis:

This recommendation would have the offices open until noon on Thursday, December 24th, closed during the holidays, and re-opened on Monday, January 4th, 2027.

The time between Christmas and New Years is typically not a busy time for customers to attend the municipal office. Many employees already schedule vacation for the few workdays that fall around the statutory holidays.

Municipal services such as winter road maintenance and fire emergencies will be available as required throughout this period. The NKCC will provide for their schedule of holiday activities.



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Financial Implications:

None.

Strategic and/or Other Plans:

- 3.3 Provide effective, clear and transparent Township communication.

In Consultation With:

Shannon Hunter, Chief Administrative Officer

Attachment:

None