


Function: Administration – 05
Department: Administrative - 050
Policy #: 001



Office Hours

Effective Date: September 19, 2019
Review Date: September 30, 2024
Cancels: Policy 239 Office Hours
Resolution #: 530-2019

CAO Signature: 

PURPOSE: To establish guidelines for the hours of operation of the County Office.

GUIDELINES:

1. Unless modified by a resolution of Council, or special directive from the County Manager (CAO), the follow guidelines surrounding the hours of operation of the County Office prevail.
2. The standard hours of operation will be from 8:30 am to 4:30 pm.
3. Council expects that during normal operations that the front reception will be available to customers throughout the lunch hour.
4. The standard days of operation will be Monday to Friday with the office remaining closed on Saturday and Sunday.
5. The office will be closed for observance of the following statutory holidays:

New Year's Day
Easter Monday
Civic Holiday
Family Day
Victoria Day
Labour Day

Christmas Day
Good Friday
Canada Day
Thanksgiving
Boxing Day
Remembrance Day

6. When Council, or the County Manager (CAO), has authorized the closure of the County Office for any other reason a notification of the closure will be posted giving reasonable and sufficient notice.