Township of North Kawartha
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Report to Council

To: Mayor and Council Members

From: Keely-Anne Johnson, Clerks Department

Date: October 27, 2026

Subject: Municipal Office Closure for 2026 Christmas Luncheon

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Recommendation:

That Council approve the closure of the Municipal Office on Thursday, December 3, 2026, from 1:00 p.m. to 4:30 p.m. to permit municipal employees to attend the annual Christmas Luncheon and team-building event.

Background:

The Municipality hosts an annual Christmas Luncheon to provide an opportunity for municipal employees, board members, and committee members to gather and recognize the contributions made throughout the year. The event promotes relationship building across departments and municipal bodies, encourages team building, and fosters a positive workplace culture.

Historically, the luncheon has been held during regular business hours to maximize participation and allow attendees to connect in an informal setting. The proposed closure from 1:00 p.m. to 4:30 p.m. would enable staff to participate in both the luncheon and team-building activities while recognizing the importance of employee engagement, collaboration, and appreciation.

Analysis:

The annual Christmas Luncheon and team-building event provide an opportunity to recognize the dedication and service of municipal employees, board members, and committee members who contribute to the delivery of municipal programs and services throughout the year. Bringing together individuals from various departments and municipal bodies supports team building, strengthens professional relationships, enhances communication, and reinforces a shared commitment to serving the community.

The proposed office closure would occur from 1:00 p.m. to 4:30 p.m. on Thursday, December 3, 2026, and would result in the Municipal Office remaining closed for the balance of the business day. Municipal operations would resume at 9:00 a.m. on Friday, December 4, 2026. The temporary closure is not anticipated to significantly impact municipal service delivery.

Advance notice of the closure would be provided to the public through a news release on the municipal website, social media channels, physical postings at the Municipal Office, and other communication methods as appropriate to ensure residents are informed of the temporary service interruption.

Financial Implications:

There are no additional financial implications associated with the proposed office closure. Costs associated with the annual Christmas Luncheon have been accommodated within the approved departmental budgets.

Strategic and/or Other Plans:

Strategic Plan 2023-2026: 3.1 – Governance – Maintain policies and processes that enable effective governance

Strategic Plan 2023-2026: 3.3 – Governance – Provide effective, clear and transparent Township communication

In Consultation With:

Kelly Picken, Clerk

Attachments:

None