

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS  
REPORT**

**TO:** Finance and Corporate Services Committee  
**FROM:** Michelle Percival, Municipal Clerk  
**DATE:** November 10, 2009  
**SUBJECT:** Christmas Schedule – 2009 Hours of Operation

**Recommendation:**

BE IT RESOLVED that the Finance and Corporate Services Committee recommends to Council that the municipal office be closed to the public from 12:00 p.m. on Thursday, December 24<sup>th</sup>, 2009 to re-open on Monday, January 4<sup>th</sup>, 2010 at 8:30 a.m.

**Origin:** Clerk

**Background:**

The Township of Lake of Bays municipal office, as in the past, will be closed to the public during the week of Christmas. The office will be open for staff only without available vacation time.

The attached calendar is the proposed holiday schedule for Christmas 2009. Please note that the District is closed the same time that we are proposing.

Respectfully submitted,



Michelle Percival, CMM111  
Municipal Clerk

Reviewed by,



Don H Chevalier,  
CAO/ Treasurer

December 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 District Council - 7:00PM	8 Finance - 9:00AM  Council - 1:00PM	9	10	11	12
13	14	15 Planning 2:00AM	16	17 Joint Health & Safety Committee - 1:00PM	18	19
20	21	22 Heritage - 4:00PM	23	24 CHRISTMAS EVE OFFICE CLOSED AT NOON	25 CHRISTMAS OFFICE CLOSED	26
27	28 OFFICE CLOSED  District Council - 7:00PM	29 OFFICE CLOSED	30 OFFICE CLOSED	31 OFFICE CLOSED	01 JAN NEW YEARS DAY OFFICE CLOSED	02