



Proposed 2025 Christmas Closing

Prepared For: CVCA Board of Directors

20 November 2025

Prepared by: Amanda Donald, CVCA Interim General Manager

Agenda Item #17

As per the direction of FA Motion G99/13, the CVCA office will be closed for the following days during the Christmas and New Year's Day holiday season. An appropriate on call and duty forecast schedule will be developed for the duration.

The following abbreviated calendar is provided for your reference.

24 Dec'25 Wednesday Open	25 Dec'25 Thursday Closed Stat Holiday	26 Dec'25 Friday Closed Stat Holiday	27 Dec'25 Saturday Closed	28 Dec'25 Sunday Closed	29 Dec'25 Monday Closed Staff Vacation or Overtime	30 Dec'25 Tuesday Closed Staff Vacation or Overtime
31 Dec'25 Wednesday Closed Staff Vacation or Overtime	1 Jan'26 Thursday Closed Stat Holiday	2 Jan '26 Friday Open	3 Jan'26 Saturday Closed	4 Jan '26 Sunday Closed	5 Jan '26 Monday Open	6 Jan '26 Tuesday Open

Staff Request.

Since the Province of Ontario announced their intent to amalgamate Conservation Authorities, CVCA staff morale is at an all time low due to the uncertainty of the future of CVCA and its staff. Due to this I would

like to request the Board consider providing CVCA staff with 3 paid days off in an effort to provide staff with time off to spend with their families during these uncertain times. Some CVCA staff do not have enough remaining vacation or overtime to cover the Christmas office closure. Other neighboring Conservation Authorities provide their staff with 3 paid days to cover the holiday season while the office is closed every year.

Board Discussion/Decision.
