



Hours of Operation Policy #008

Date of Approval by Council:	October 9, 2024
Resolution Number	2024000176

Signature of Approval of CAO: *Kyle Reid*

Purpose

This policy establishes the operational hours of the Village of Andrew.

Procedures

1. The Village Office hours of operation are:

- 9:00 a.m. - 4:00 p.m. Monday, Tuesday, Wednesday and Friday
- 10:00 a.m. – 2:00 p.m. Thursday
- Closed on statutory holidays.

The Village Office may be closed at any time, upon approval by the Chief Administrative Officer (CAO) or designate, for:

- Emergencies
- Staff training
- Staff meetings
- Village events
- Other events/circumstances deemed necessary by the CAO.

The Village of Andrew will provide advance notice to the public, where possible, prior to closure.