



City of Delta
COUNCIL REPORT
Regular Meeting

To: **Council**

From: **Human Resources**

Date: **October 22, 2025**

City of Delta - Holiday Hours

The following report has been reviewed and endorsed by the City Manager's Office.

▪ **RECOMMENDATION:**

THAT City of Delta hours of work be adjusted as outlined in this report during the holiday season.

▪ **PURPOSE:**

The purpose of this report is to obtain Council's approval to adjust the hours of work for municipal operations during the holiday season.

▪ **BACKGROUND:**

For the last 22 years, municipal operations at City Hall, engineering operations and recreation facilities have been closed to the public on the last working day prior to Christmas. Staff have not been required to be at work on this date while they suffer no loss in pay. The tradition was started by former Mayor Lois E. Jackson and was continued under Mayor George V. Harvie and Delta Council over the years.

▪ **DISCUSSION:**

This year, the last working day before Christmas is Wednesday, December 24. During the holiday season, public demand for municipal services is low and impacts to the public are minimal. Many of the departments within the City provide services to the public seven (7) days a week; this is a once-a-year opportunity to adjust the hours of work and afford employees the opportunity for time off with their families during the holiday season.

All regular staff receive the day off, and staff in emergency services or other positions that are required to be at work on December 24 are provided another day in lieu. To date, this holiday closure has not raised significant concerns from the public. Therefore, it is recommended to continue the tradition.

Below is a summary of hours over the holiday period for City Hall for Council’s review:

City Hall Holiday Hours Summary 2025


December 22, Monday	Regular Hours 9:00 - 4:00pm
December 23, Tuesday	Regular Hours 9:00 - 4:00pm
December 24, Wednesday	* Holiday Closure*
December 25, Thursday (Christmas day)	Closed – Public Holiday
December 26, Friday (Boxing Day)	Closed – Public Holiday
December 27, Saturday	Closed
December 28, Sunday	Closed
December 29, Monday	Regular Hours 9:00 - 4:00pm
December 30, Tuesday	Regular Hours 9:00 - 4:00pm
December 31, Wednesday	Regular Hours 9:00 - 4:00pm
January 1, 2026, Thursday (New Year’s Day)	Closed – Public Holiday

Implications:

Financial Implications - Staffing costs for the day are already accounted for in departmental operating budgets.

▪ **CONCLUSION:**

It is recommended that City of Delta hours of work be adjusted as outlined in this report during the holiday season.



Larry Rourke
General Manager, Human Resources

Department submission prepared by: Larry Rourke, General Manager/LR

This report has been prepared in consultation with the following listed department.

Concurring Department		
Department	Name	Signature
Finance	Navin Chand	NC