RECOMMENDATION

That the Municipal Office be closed half day December 24 and closed up to and including January 1, 2016, reopening January 4, 2016.

PURPOSE

To establish the hours of operation for the Municipal Office between Christmas and New Years.

BACKGROUND

Past practice has been to close the Municipal Office between Christmas and New Years. During this time, the Public Works Department has three (3) employees working on the non-statutory days as well, the Public Works employees are “on call” on a rotation basis during the statutory holidays. The Arena and Landfill Sites operate on the non-statutory days.

REPORT SUMMARY

December 25 and 26 and January 1 are statutory holidays. Based on past practice the Municipal Office would be closed at noon December 24 and closed December 28 for the Boxing Day Stat. We would also be closed December 29, 30 and 31 and would re-open as usual on January 4, 2016. Employees are fully aware that they are required to use holidays or banked time for the days off that are not stats or take the days without pay if they have no holidays or banked time left.

The municipal offices for the 5 other area one municipalities normally operate as follows:
Connme, Gillies, Neebing and O’Connor close between Christmas and New Years as well.
Shuniah is only closed on the Stats but employees alternate between Christmas week off and New Years week off using vacation for the non-stat days.

A sign will be posted on the outside door of the Municipal Office listing the alternate locations where fire permits are also issued. Also posted will be the telephone numbers for the CAO, Public Works Foreman and Treasurer/Deputy CAO to be used in case of an emergency.

PREPARED BY: Margaret (Peggy) Dupuis, CAO