



# Memo

**TO:** Mayor and Council

**SUBJECT:** Closure of Municipal Facilities for an Additional day over the Christmas Holidays

**DATE:** November 22, 2024

**FROM:** Chief Administrative Officer

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## **BACKGROUND**

Councils in the neighbouring local government jurisdictions have traditionally closed their facilities over an extended period for the Christmas holidays. The Town, however, has avoided that practice as it is not only impractical but unreasonable to close municipal facilities for an extended period of time if the public is to be properly served.

Council has in past years particularly in 2012, 2013 and 2019 extended municipality facility closures by another day. As December 27<sup>th</sup>, 2024 again happens to fall on a Friday this year, it seems reasonable, if operational requirements permit, to allow employees to use vacation or earned time to take that day off and where it is practical to allow closure of one or more of the municipal facilities and particularly the municipal office.

Note: The leave for the additional day will not be treated as a paid holiday; earned time must be used for the additional day off.

## **Recommendation**

that Council approve the closure of municipal facilities on December 27<sup>th</sup>, 2024 so long as operational requirements allow, with staff and employees to use vacation leave or banked time for being away that day.

Joseph A. Fernandez