



**Corporation of the Municipality of Temagami**

**Memo No.**  
2023-M-221

**Memorandum to Council**

<b>Subject:</b>	Holiday Hours
<b>Agenda Date:</b>	<b>November 9, 2023</b>
<b>Attachments:</b>	

**RECOMMENDATION**

BE IT RESOLVED THAT Council authorized the Municipal Office be closed from the end of the business day on December 22, 2023 to the beginning of the business day on January 2, 2023.

**INFORMATION**

For the past few years, the Municipal Office has been closed between Christmas and New Year's. Staff have been afforded the opportunity to be away from work this week provided that any time not covered by a Statutory Holiday is taken as vacation time or banked time.

By way of a reminder, our policies include one half day for each of Christmas Eve and New Year's Eve in addition to the Statutory Holidays of Christmas Day, Boxing Day, and New Year's Day.

This would also extend to Public Works as much as possible given that their work schedules are more reliant on weather conditions and water/wastewater calls than adherence to normal office hours.

**Respectfully Submitted:**  
**Sabrina Pandolfo**  
**Acting Administrator**