



Corporation of the Municipality of Temagami

Memo No.  
2024-M-201

**Memorandum to Council**

<b>Subject:</b>	<b>Holiday Season Office Closure</b>
<b>Agenda Date:</b>	November 28, 2024
<b>Attachments:</b>	

**RECOMMENDATION**

BE IT RESOLVED, THAT Council accepts Memo 2024-M-201 as presented.

**BACKGROUND**

Following the discussion during the October 24, 2024, Council working session, staff will align any Christmas season office closures with statutory and municipal holidays as per the current HR Policy.

**STAFF AVAILABILITY**

Based on some of the discussions staff recommends that the municipal office be closed only on statutory and municipal holidays during the holiday season, as detailed in the HR Policy to ensures consistency with policy guidelines while maintaining access to services during non-holiday business days. This would include; ½ day for Christmas Eve; Christmas Day, Boxing Day; ½ Day New Years Eve; and New Years Day. This approach.

Based on consultations with the team:

At least two staff members will be available to ensure uninterrupted operations during non-holiday business days.

Employees taking time off during this period will utilize banked or vacation time, as approved by the Chief Administrative Officer (CAO)

**CONCLUSION**

This office hours balances operational continuity with staff well-being. Maintaining availability ensures that residents and stakeholders continue to receive necessary municipal services during the holiday season, apart from statutory and municipal holidays.

**Respectfully Submitted by**

**Sabrina Pandolfo**

**Respectfully Reviewed**

**Laala Jahanshahloo**