

Type of Decision									
Meeting Date	Friday, December 10, 2010				Report Date	Tuesday, November 23, 2010			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed

REPORT TITLE
Request for Office Closure Report 10/12/10/1203

RECOMMENDATION: That Council adopt the following resolution allowing the municipal office to be closed on Friday, December 24, 2009 for the entire day for Christmas Eve.

**WHEREAS** over the past 4 years the office has closed early on Christmas Eve for the holiday and in 2009 closed for the entire day;

**AND WHEREAS** most associations and ministries are closed from about the 20<sup>th</sup> of December to January 2 annually resulting in minimal interoffice exchange;

**AND WHEREAS** the office staff would like the opportunity to spend more time at home with their families in preparation of their Christmas celebrations and are willing to forfeit a day's pay or use their vacation entitlement for the opportunity;

**AND WHEREAS** no other municipal employee would be affected by this request as they work part time during this time of year and are not required to be on the job anyway;

**THEREFORE BE IT RESOLVED** that the Council of the United Townships of Head, Clara & Maria does hereby agree to close the Municipal office on December 24 for the entire day;

**AND BE IT FURTHER RESOLVED** that advertising of this closure will occur as per the Municipal Notice By-law.

BACKGROUND/EXECUTIVE SUMMARY: Traditionally little work flows through municipal offices or associations for the entire two week period as they are closed for the holidays. There is therefore nothing that needs to be attended to on an urgent basis. Work completed during the Christmas break is internal with few external obligations. The office being closed will not cause challenges with service delivery for our ratepayers. Few people worry about their taxes on Christmas Eve.

As far as compensation is concerned, we are willing to use our vacation days, or our unpaid days to compensate for the missed day. There is no extra financial cost to the municipality.

FINANCIAL CONSIDERATIONS/BUDGET IMPACT: - none.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*