

Municipal Office and Facility Closures Policy

People and Organizational Development
Policy L21

Policy:	L21 – Municipal Office and Facility Closures
Policy Department(s):	People and Organizational Development
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Policy Purpose

This policy establishes when the County of Grande Prairie’s various municipal offices and facilities will be closed to the public.

Policy Statement

The County of Grande Prairie is committed to customer service excellence and a work environment which supports employee health and well-being. The County balances public access to municipal offices and facilities through our operational hours with holiday office closures that support employee wellness.

Definitions

“Clairmont Centre for Recycling and Waste Management” means the Class II Landfill located at 724065 Range Road 63, County of Grande Prairie.

“County Holiday” means a general holiday designated by the County of Grande Prairie. County Holidays are Easter Monday, Heritage Day and Boxing Day.

“County Manager” also known as “CAO” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County of Grande Prairie.

“Community Services” means the County building located at 10808 - 100 Avenue, Clairmont.

“Family and Community Support Services” means the County building located at 408, 9915 – 102 Avenue, Clairmont.

“Grande Prairie Regional Pound” means the facility located at 12220 – 104 Avenue, Grande Prairie.

“Main Administration” means the County building located at 10001 - 84 Avenue, Clairmont.

“Statutory Holiday” means a general holiday designated by the Province of Alberta.

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“Transfer Stations” means the facilities located in Demmitt, Elmworth and Teepee Creek that receive waste and recycling before consolidating it and transferring it to the Clairmont Centre for Recycling and Waste Management.

“Transportation and Utilities” means the County building located at 10001 - 84 Avenue, Clairmont, south of the Main Administration building.

Policy Guidelines

1. County offices and facilities closures to the public for holidays are:

Holiday Closures ✓ open x closed	Main Administration Building	Transportation and Utilities Building	Community Services Building	FCSS	Grande Prairie Regional Pound	Clairmont Centre for Recycling and Waste Management	Transfer Stations
New Year's Day	x	x	x	x	x	x	x
Family Day	x	x	x	x	x	x	✓
Good Friday	x	x	x	x	x	✓	✓
Easter Monday	x	x	x	x	x	✓	✓
Victoria Day	x	x	x	x	x	✓	✓
Canada Day	x	x	x	x	x	✓	✓
Heritage Day	x	x	x	x	x	✓	✓
Labour Day	x	x	x	x	x	✓	✓
National Day for Truth and Reconciliation	✓	✓	✓	✓	✓	✓	✓
Thanksgiving Day	x	x	x	x	x	✓	✓
Remembrance Day	x	x	x	x	x	✓	✓
Christmas Eve	x*	x*	x*	x *	x*	✓	✓
Christmas Day	x	x	x	x	x	x	x
Boxing Day	x	x	x	x	x	x	x
December 27 - 31	x*	x*	x*	x*	x*	✓	✓

* Employees must access accrued vacation time or banked time to take time off.

2. If a holiday falls on a weekend, the Main Administration, Transportation and Utilities, Community Services and Family and Community Support Services buildings will recognize the holiday with an office closure on the first weekday following the holiday.

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3. Main Administration, Transportation and Utilities, Community Services and Family and Community Support Services buildings will close from 4:30 p.m. on December 23rd, if December 23rd is a weekday, until 8:30 a.m. on the first weekday following January 1st, subject to section 2. During this holiday closure, staff may continue to work regular hours on the weekdays that are not recognized as Statutory Holidays or County Holidays or may access accrued vacation leave or banked time for time off.
4. County offices and facilities may also be closed from time to time for staff meetings and events. Such closures shall be scheduled and advertised in advance.

Attachments

N/A

References

Legal Authorities	N/A
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development (all policies will reference Policy B1)
Other	N/A

Revision History

Review Date	Description
Month Day, Year	Reviewed and Amended CM(motion number)
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