



**STAFF REPORT**

**TO:** Municipal Council  
**FROM:** Erin Hartley, Deputy CAO  
**APPROVED BY:** Warren MacLeod, CAO  
**DATE:** November 13, 2024  
**SUBJECT:** **Holiday Information Update**

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**Office Closure Dates:**

The Municipal Offices will be closing on Friday, December 20, 2024 at 4:30 pm and reopening on Thursday, January 2, 2025 at 9:00 am.

The RMRF will be closing on Saturday, December 21, 2024 at 4:00 pm and reopening on Thursday, January 2, 2025 at 9:30 am.

The December 25<sup>th</sup> Council meeting will be cancelled.

**Holiday Food Bank Collection:**

Municipal staff will participate in a holiday food bank collections for Lockeport and Shelburne areas. Councillors are encouraged to participate as well. There will be a donation box in the staff room.

**Adopt a Family:**

Municipal staff will participate in the Adopt-A-Family Program by donating money to shop for holiday gifts for a local family. Councillors are encouraged to participate as well. An email will go out shortly with further directions for donations.

**Miracle on Dock Street:**

Miracle on Dock Street is being held on Saturday, December 7, 2024 at 5:30 pm (set up at 4:30 pm). The float's theme this year is "From Ocean to Forest". Participants will be asked to dress up as forest or ocean characters (deer, bear, shark). Those Councillors interested in participating can sign up with Robin.