

Memorandum



To: Council
From: Denise Deforge
Date: 2025-11-24
Re: Holiday 2025 Office Hours

Weekday	Date	
Wednesday	December 24	8:30 am to 12:00 pm (noon)
Thursday	December 25	Closed
Friday	December 26	Closed
Monday	December 29	8:30 am to 4:30 pm – Minimal Staff
Tuesday	December 30	8:30 am to 4:30 pm – Minimal Staff
Wednesday	December 31	8:30 am to 12:00 pm (noon) – Minimal staff
Thursday	January 1	Closed
Friday	January 2	Closed
Monday	January 5	8:30 am to 4:30 pm – Normal Staff