

# **TOWN OF VULCAN**

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-1</b>			<b>Town Office Hours of Operation</b>
Approval	D/M/Y	Resolution #	
<b>Amended</b>	<b>11/10/16</b>	<b>16.284</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize the hours of operation for the Municipal Office.**

#### **1. Policy**

- 1.1** The Town Office shall be open to the public from 8:30 a.m. through to 4:30 p.m. Monday through Friday excluding holidays that fall on or are in lieu of named holidays as per policy PE-9
- 1.2** The Town Office shall remain open to the public through the noon hours.
- 1.3** At Council's discretion the Town office may be closed to the public under special circumstances through resolution of Council.

**- END OF POLICY-**