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Subject: Power down at City Hall this weekend

Greetings Mayor and Council-

As you may be aware, City Hall building will be undergoing a scheduled power shutdown over the Easter long weekend from Thursday, March 29 at 8pm to Sunday, April 1. The electrical power and City Hall building systems are scheduled to be re-energized, in normal electrical operation, Sunday, April 1, 2018.

There is a small possibility that the power could remain shut down for an extended period of time, due to the age and complexity of the electric system at City Hall. However, we anticipate that it will be business as usual, and all staff are to come back to work as planned, unless informed otherwise.

City Hall department representatives and GMs have been informed and will continue to be updated over the course of the weekend with the status of this work. We do not anticipate a prolonged outage being very likely, but in preparation of the possibility of City Hall being closed on Tuesday morning, our Business Continuity Plan is ready and will be activated if required.

Business Continuity Planning for Staff

In a context of Business Continuity preparedness, we have engaged with City Hall department leads and identified critical staff. From this work we have pre allocated our critical City Hall staff to fully functioning alternate worksites. In the event of a prolonged outage the managers of each business unit have the call trees and means necessary to contact all of their staff to ensure they know where and when to attend work on Tuesday morning.

Contingency planning for Councilors and Mayor's Office

There are not council meetings scheduled for this coming week, however, as with all critical city staff and functions, we have ensured that laptops, phones and appropriate system access are ready to ensure you can carry out your duties. With respect to technology, each councilor has a laptop and existing capability to work from home.

We have allocated a meeting room for Council (CityScape room 4th Floor Crossroads).

Council meetings

There are no planned council meetings during the outage or week after.

I'll let you know if there are any issues that come-up over the weekend.

Best

Sadhu

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