

To: Regional and Corporate Services Committee
From: Jaime Reilly, Acting Director of Corporate Affairs

Date: 2020-02-13
File No: 2650-02-General

Subject: 2020 Christmas Closure of FVRD Corporate Offices

RECOMMENDATION

THAT the Fraser Valley Regional District Board approve the closure of the FVRD Corporate Offices to the public on December 29, 30 and 31, 2020.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

The Fraser Valley Regional District has closed its offices to the public during the week following Christmas since 2014. In order to continue this trend, we are required to provide our staff with formal notice so that they may coordinate the use of their personal holidays during this time period. Providing advanced notice is required under the FVRD's Collective Agreement whereby no additional costs will be borne by the FVRD.

DISCUSSION

Since 2014, the FVRD office has been closed to the public between Christmas and New Year's Day. In 2020, the holidays fall in such a way that December 29, 30 and 31 are sandwiched between Boxing Day and New Year's Day.

Staff believe that these three days provide limited service to the public, and as such are recommending that the Board authorize the office closure to the public. Should the Board approve this closure, staff would:

- Post closure notice on the FVRD website, social media channels and on the FVRD corporate office entrances prior to the closure; and
- Provide messaging on the FVRD switchboard about the holiday closure, and provide emergency contact information for emergency call outs.

COST

Staff would be permitted to take vacation, earned days off and/or unpaid leaves of absence for these three days. There are no costs associated with the closure of the FVRD offices.

CONCLUSION

The holidays land in such a way that December 29, 30 and 31 fall between the Boxing Day and New Year statutory holidays. Staff believe that these three days provide limited service to the public, and we are recommending that the Board authorize the office closure to the public.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported. There is no budgetary impact as a result of the recommendation.

Jennifer Kinneman, Acting Chief Administrative Officer

Reviewed and supported.