

To: Regional and Corporate Services Committee

Date: 2021-01-14

From: Raf Jamil, Director of Corporate Services

File No: 2650-02-General

Subject: 2021 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, 31, 2021.

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. If this trend is to continue, we are required to provide our staff with formal notice so that they may coordinate the use of their personal holidays for this time. Providing this much notice is required under the Collective Agreement.

DISCUSSION

Since 2014, the FVRD office has been closed to the public between Christmas and New Year's Day. In 2021, the holidays fall in such a way that December 29, 30 and 31 are sandwiched between the Christmas and New Year statutory holidays.

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

- Post the closure on the FVRD website, social media channels and on the FVRD corporate office entrances prior to the closure;
- Staff would be permitted to take vacation, earned days off and/or unpaid leaves of absence for these three days; and
- The FVRD switchboard will not be open to accepting calls, with the exception of Emergency call outs.

COST

There are no costs implications associated with this recommendation.

CONCLUSION

The holidays fall in such a way that three days are sandwiched between Christmas and New Year statutory holidays. Staff believe that these three days provide limited service to the public and are requesting that the Board authorize the office closure to the public.

COMMENTS BY:

Kelly Lownsbrough, Chief Financial Officer/ Director of Finance: Reviewed and supported.

Jennifer Kinneman, Chief Administrative Officer: Reviewed and supported.