

To: Fraser Valley Regional District Board
From: Paul Gipps, Chief Administrative Officer

Date: 2018-02-27
File No: 0110-01

Subject: 2018 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 27, 28 and 31, 2018.

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 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 2018, the holidays fall in such a way that December 27, 28 and 31 are sandwiched between the Christmas and New Year's statutory holidays.

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

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

COST

There are no cost implications associated with this recommendation.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported. Finance staff would take the closure into account when planning for bill payment due dates.