

To: Electoral Area Services Committee

Date: 2025-03-13

From: Lauren Olynick, Deputy Corporate Officer

Subject: Abolishment of Deroche Office Policies

Reviewed by: Jaime Van Nes, Director of Legislative Services
Jennifer Kinneman, Chief Administrative Officer

RECOMMENDATION

THAT the Fraser Valley Regional District Board abolish the following policies:

- Call in Policy and Procedure When Working at Deroche
- Panic Alarm Testing at Deroche
- To Obtain Emergency Assistance at Deroche Office

BACKGROUND

The Fraser Valley Regional District (FVRD) was established in 1995, and an office in Deroche opened in 2002. The purpose of this office was to ensure that there were services available to residents on the North side of the Fraser River. This office served as a centre for planning, development and building services, along with a separate space for community use and rentals. Staff worked out of this location on a regular, rotating basis.

Over the years of the Deroche office being staffed, policies were developed and put in place to ensure **staff's safety and outline procedures for when staff were working alone.**

In 2002, the FVRD Board approved the Call-In Policy and Procedure When Working at the Deroche Office. The intention of this policy is to ensure a safety measure was in place for staff travelling to and from and working in isolation at the Deroche office. The procedure is also outlined for staff who worked alone to follow.

In 2006, the FVRD Board approved the Panic Alarm Testing Policy and Procedures. The policy states that the panic alarm at the Deroche office is to be tested at the beginning of each month to ensure the device is working correctly. The policy also outlines the procedure and checklist for performing the alarm tests.

In 2008, the FVRD Board approved the To Obtain Emergency Assistance at Deroche Office Policy. This policy was put into place to ensure that staff working alone in the Deroche office were able to obtain

assistance in a health, injury or safety emergency. The policy also outlines step by step procedures for staff to follow while working in the building.

DISCUSSION

Over time, FVRD phone and online services became more available and started to be frequently used to conduct business. This resulted in the Deroche office seeing a downward trend of residents visiting the office in person. The Deroche office has not been regularly staffed since 2012. All staff that previously worked in Deroche have a permanent space at the Chilliwack office. As a result, these three specific policies are no longer relevant or required.

Over the past year, staff have thoroughly cleaned out the Deroche office and relocated all of the records that were being stored there. These records are now being stored in the Chilliwack office records room. The Deroche office has been deep cleaned, repainted, and staff are now focusing on the next steps to determine how the space will be utilized.

COST

There are no costs associated with this report.

CONCLUSION

As part of a review of existing corporate policies, staff are recommending that the Call-in Policy and Procedure When Working at Deroche, Panic Alarm Testing at Deroche, and To Obtain Emergency Assistance at Deroche Office be abolished.