



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 2800 01

**SUBJECT:** Professional Development Day Office Closure

**DESCRIPTION:** Report from Jennifer Sham, Assistant Deputy Corporate Officer, dated August 6, 2019.

**RECOMMENDATION:** THAT: approval be given for an office closure on Thursday, October 3, 2019 for an all staff Professional Development Day.

## SHORT SUMMARY:

The purpose of the Professional Development Day is to provide staff with training regarding the respectful workplace and an environment free from bullying and harassment, and includes team building exercises. This one day training will require an office closure to ensure all staff are available to attend.

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**VOTING:** Unweighted  Corporate LGA Part 14  (Unweighted) Weighted  Corporate Stakeholder  (*Weighted*)

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## BACKGROUND:

The last Professional Development Day was held on June 15, 2015. The office was closed due to the office move from 781 Marine Park Drive NE to our current location at 555 Harbourfront Drive NE, Salmon Arm. During the office closure, staff attended the Professional Development Day training off-site.

## POLICY:

Excerpts:

Occupational Health and Safety Program A-1

The CSRD is fully committed to the provision of a safe and healthy workplace.

Respectful Workplace Policy A-64

This Policy has been developed to formalize the responsibility and commitment of the Columbia Shuswap Regional District to ensure that we hold ourselves to high standards and values in creating and maintaining a respectful workplace.

Bullying and Harassment Policy A-66

Section 6 Training and Education states that the Corporate Administration Services Department will provide the necessary staff training on how to prevent bullying and harassment from occurring in the workplace.

## FINANCIAL:

The cost of advertising the office closure to all newspapers circulating within the CSRD geographic area is estimated at \$1,500.

## KEY ISSUES/CONCEPTS:

Since June 2015, there are approximately 24 new employees due to the creation of new positions, staff resignations, retirements, and movement within the organization.

In consultation with the Joint Consultation Committee (consisting of Union and Employer members), a need for updated staff training was identified, given the length of time since the last Professional Development Day. The Professional Development Day prior to June 2015 was held in August 2012.

There will be an interruption to customer service due to staff being unavailable, however any public or telephone inquiries will be immediately responded to on the next business day.

**IMPLEMENTATION:**

Staff will continue with the Professional Development Day planning and will ensure notification to the public of the one day office closure commencing at least 3 weeks prior to the closure.

**COMMUNICATIONS:**

Advertisements regarding the office closure will be placed in two editions of the following newspapers: Shuswap Market News, Eagle Valley News, Revelstoke Times, Golden Star, and Vernon Morning Star. Further, advertisements will be placed in the South Shuswap Scoop and the (North Shuswap) Kicker newsletters. Notice of closure will also be posted on the CSRD website, the CSRD's Facebook page, and on the front doors of the CSRD office.

Staff will update telephone and email out of office notifications to reflect the one day closure.

**DESIRED OUTCOMES:**

That the Board endorse the staff recommendation.

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

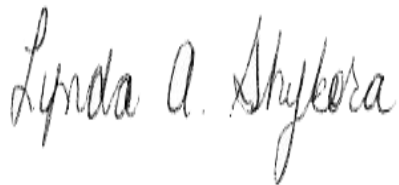
**Report Approval Details**

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This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines**

**Jodi Pierce - Aug 7, 2019 - 12:41 PM**



**Lynda Shykora - Aug 7, 2019 - 12:56 PM**



**Charles Hamilton - Aug 7, 2019 - 1:26 PM**