

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**A-2 - Office Hours & Period of Closure**

**Preamble:** It is both cost effective and practical to close the office to the public for the period December 24<sup>th</sup> to January 1<sup>st</sup> (inclusive). The present policy is designed to formalize the existing practice.

Regular Monday to Friday office hours should be formalized.

**Policy:** That the Regional District office be closed to the public ~~on Mondays and~~ for the period December 24<sup>th</sup> to January 1<sup>st</sup> (inclusive).

Monday Tuesday to Friday office hours shall be:

8:30 am - 12:00 pm

1:00 pm - 4:00 pm

**Date:** September 14, 1993

Amended: July 8, 1998

Amended: September 9, 1998

Amended: November 5, 2003

Review: November 15, 2012

Amended: November 14, 2013

**Proposed Amendment: February 12, 2015**

**Rational:** In the interest of serving the public better it is proposed that we are open Monday to Friday.

