

## STAFF MEETINGS (ALL STAFF)

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### POLICY

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Staff Meetings will be held on a monthly basis.

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### DEFINITIONS

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“SAO” means Senior Administrative Officer

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### GUIDELINES

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1. Staff Meetings (All Staff) will be held in the Council Chambers on the first Thursday of each month.
2. All staff are expected to participate in the meetings unless a staff member has a valid reason for missing the meeting and has the approval of his/hersupervisor to miss the meeting.
3. Staff Meetings will be held for the purpose of reviewing and updating staff on events arising out of Council meetings and answering any questions related to Council meetings or upcoming events.
  - 3.1. Supervisors will provide an update on activities within their area.
  - 3.2. Staff are encouraged to raise concerns or problems and share information, ideas and recommendations relating to their job functions.
4. The Senior Administrative Officer (SAO) or his/her delegate will chair the meetings.
5. The SAO or his/her delegate may change the date and timing of the meeting at his/her discretion or decide to cancel the meeting if he/she deems it necessary.
  - 5.1. If a meeting is cancelled, Staff will be provided as much notice as possible.

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### ATTACHMENTS

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### REFERENCES

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