

Section/Number: Human Resources – 025	Approval Date: (DD/MM/YY)
Subject: All Staff Meetings	Amendment Dates:
<p>Policy</p> <p>All Staff Meetings will be held on a monthly basis.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All Staff Meetings will be held in the Council Chambers on the first Tuesday of each month. 2. All staff are expected to participate in the meetings with the exception of the person responsible for attending the reception area, or if a staff member has a valid reason for missing the meeting and has the approval of his/her supervisor. 3. All 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. <ol style="list-style-type: none"> 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. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	