

# Meeting Minutes

## Board of Directors

**August 15, 2024**

**Time: 1:00 pm – 2:00 pm**

**Location: Virtual (Teams)**

**Attendees:** Joe Feeney, Bobby McNeil, Darren Bruckschwaiger, Doug Boyd,  
Cathie O'Toole, Laurie Murley, Glenn Horne, Juanita Spencer

**Regrets:** Owen Sagness, Anita Bezeau, Tara Maguire

**Staff Attendees:** Kathy Gillis, Russ Adams, Julia Donahue,

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### 1. **Work Time Reduction- trial report and implementation**

In follow up to the discussion and points raised at the June Board meeting staff prepared and distributed a comprehensive report on the origin and objectives of work time reduction and the four-day work week trial.

The Chair noted the report and summary memo address the questions of discussion and show the clear pathway to reaching a decision. He has spoken with the incoming CEO designate who is aware and in agreement with the process and recommendation to implement. They also discussed the process of communication for the implementation.

The Vice Chair spoke with many staff at the June all staff session and found tremendous engagement and support from staff regarding the change, with many relaying how it has positively impacted their work. Given the current workforce environment the Vice Chair expects this to be discussed and implemented in many other work environments as employers face increased recruiting and retention challenges.

In response to a question regarding 'brownout periods' K. Gillis advised management will retain the ability, with notification to the union and staff, to designate specific periods of a five-day week schedule to meet operational demands. This has been discussed with the union during the trial. An example of a period under consideration is

the notification period in January and February. K. Gillis noted that staff have participated extensively in operational planning for the reduced work week during the trial. This has resulted in significant gains in processes. It may therefore be possible, with good staff participation and planning, to have minimal or no periods requiring of reversion in the work week. However, the achievement of operational requirements is of paramountcy and management will act accordingly.

The members discussed the positive results of the trial. Members were impressed with the testimonials of staff on the positive effects of the four-day work week. Members noted that the trial report confirmed service standards to municipalities are not compromised which is a great reassurance.

The conditions for this to operate are specific to a work environment such as PVSC. The operations of a municipality are different with 24/7 requirements for police, fire protection, sewer and water, etc. so not as applicable. However there may be some things municipalities can learn from PVSC in parts of their operations. K. Gillis confirmed that there will be follow up communication to the NSFM and AMA confirming the implementation. The communication will first be internal and then roll out externally over the next month.

Members noted the very positive aspect of this implementation. This continues the PVSC legacy as a progressive employer and a leader within the industry. This is a great recruitment and talent retention tool for the organization. K. Gillis thanked the Board for their diligent consideration and support of this initiative.

**Moved by Bobby McNeil, seconded by Darren Bruckschwaiger, that the Board of Directors endorses proceeding with implementation of the four-day work week effective October 1st, 2024. Motion carried unanimously.**

**Meeting Adjourned**