



POLICY MANUAL

Legal References:	Policy Department: Council
Cross References:	Policy Number: C4
Adoption Date: September 25, 2017	Policy Title: Council Meeting Attendance
Revision Date:	<hr style="border: 1px solid black;"/> Review Date:

POLICY PURPOSE:

State policy if unable to attend Council Meeting.

POLICY STATEMENT:

If for any reason, the Mayor or Councillor is unable to attend a scheduled Council meeting, the council member is required to either phone, email or text the Town Office and advise of same. (This prevents any delay in starting meeting on time.)