

POLICY MANUAL

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| **Legal References:** | **Policy Department:**Council |
| **Cross References:** | **Policy Number:** C4 |
| **Adoption Date:**September 25, 2017**Revision Date:** | **Policy Title:**Council Meeting Attendance**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.)