

POLICY MANUAL

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| Legal References: | Policy Department:  Council |
| Cross References:  Administration | Policy Number:  C8 |
| Adoption Date:  April 13, 2015  Revision Date:  September 25, 2017 | Policy Title:  Review Date: |

**POLICY PURPOSE**

To set a policy on reporting to Council after attending Conferences, Seminars and Meetings.

**POLICY STATEMENT**

Upon the return from a convention, seminar or meeting, in which the town has paid the expense for the Council Member or CAO to attend the event, a verbal report is to be provided to Council at the next regular meeting of council.