



# TOWN POLICY

## COUNCIL POLICY:

# Council Members Attendance at Meetings Policy

POLICY NUMBER: C-23

RESOLUTION NUMBER: 12-63

ADOPTED: June 12, 2012

### Policy Statement:

Councillors are expected to attend Council meetings as schedules. At times, Councillors have requested to be excused from attending meetings. As such, a policy and procedure was necessary to ensure that the request to be excused from meetings for an extended period of time was documented and the Mayor and Council were notified.

### The purpose of this policy is to:

Ensure that there are procedures in place for Councillors when requesting to be excused from attendance at meetings.

A Councillor who will be absent from all regular council meetings held during any period of 8 consecutive weeks must provide written notice to the Mayor and Council prior to commencement of the absence. A Councillor who is making a request to be excused from Council must provide a reason for his/her absence and then may be excused by resolution of Council as follows:

- (a) Excused for other Council business, or
- (b) Excused with reason by courtesy of Council.

See section 174 (2) & (3) of the Municipal Government Act for regulations regarding absence from Council meetings.



