

Policy: **Attendance at Council Meetings Policy**

Date Originally Approved: **December 16, 2010**

Motion: ***That** Council approve Policy number 2010 - 31 "Attendance at Council Meetings Policy" as presented; and*

***Further** that this Policy be effective immediately*

Date Amended: _____

Policy Number: 2010 – 31

Policy Subject: Attendance at Council Meetings Policy

Policy Objective

This Policy is intended to clearly identify what “leave of Council” means as it relates to attendance at meetings of Council, and how requests for “leave of Council” are dealt with.

Policy

1. “Leave of Council” means a formal motion of Council that excuses a Councillor’s absence at a meeting or meetings of Council.
2. A Councillor who wishes to have leave of Council to be absent from one or more consecutive Council meetings must make a written request to Council for leave of Council for their absence(s). The written request for leave of Council must outline the scheduled Council meeting(s) that will be missed as well as the reason for the requested absence(s), and must be received in advance of the Councillor missing the meeting or meetings. Council will review the request and, if warranted, will proceed accordingly with a motion of Council granting the “leave”.
3. In exceptional circumstances, where a Councillor is absent from a Council meeting but was unable to request leave for the absence in advance of that meeting, the Councillor may make a request for leave of Council for that absence prior to the next Council meeting in accordance with paragraph 2 above.
4. The “sending of regrets” formalizes the non-attendance of a member for a meeting, but it does not constitute “leave of Council”. A formal motion of Council is required for a member to be recorded as excused from the meeting.
5. If a “leave of Council” is granted, the member is not recorded as being in attendance for the meeting; it only means that Council excused the absence, as is required under legislation respecting missing of three meetings.

Annotation for Official Policy Book

Date of Notice to Council Members of
Intent to consider: November 25, 2010

Date of Passage of Current Policy: December 16th 2010
I certify that this was adopted by Council as indicated above.

CAO / Clerk

December 17, 2010
Date