

<i>The Town of Fort Frances</i>	<b>SECTION</b> HUMAN RESOURCES
<b><u>Staff Attendance at Council Meetings</u></b>	<b>REVISED</b> March 1992
<b><u>POLICY</u></b>	
Resolution No.	Supercedes Resolution No.
Policy Number 3.22	<b>PAGE 1 of 1</b>

Policy respecting staff attendance at meetings of council.

In the absence of specific direction from Council for attendance by members of municipal staff at a meeting or meetings of Council, the following shall govern attendance by municipal staff at meetings of Council:

1. The Chief Administrative Officer / Deputy-Clerk (C.A.O.) and Clerk or one or the other of them or the Deputy-Clerk shall attend each and every meeting of Council.- Under The Municipal Act, in order for a meeting of Council to be properly constituted, there must be present a Municipal Clerk or deputy to record the proceedings thereof.
2. Attendance by any other municipal Department Head at a meeting of Council will be limited to that as required to:
  - i. Provide the additional input considered necessary for Council to make an informed decision with respect to a report submitted to the Council meeting by the Department Head. The Department Head is expected to know when his/her attendance will be required to supplement a report before Council and is to advise the Clerk so his/her attendance can be scheduled on the meeting agenda as early in the meeting as possible.
  - ii. Participate in discussion in-camera of a matter to which he/she is a party. Any and all other municipal Department Heads save and except the C.A.O. and Clerk or Deputy-Clerk are to be excluded from attendance at in-camera sessions.