

<b>Policy No:</b>	<b>AD – 002</b>
<b>Department:</b>	<b>ADMINISTRATION</b>
<b>Subject:</b>	<b>GENERAL GUIDELINES FOR STAFF ATTENDANCE AT PUBLIC AND / OR NEIGHBOURHOOD MEETINGS</b>

Council Committee accepted the following guidelines to set out circumstances under which general Staff members would, if requested, attend public and/or neighbourhood meetings that are normally held after normal working hours:

- (a) as a general rule, Staff would only attend public meetings that were authorized by Council or Council/Committee or by one of the three Ward Committees, and that any exceptions to the general rule should be firstly cleared through the Office of the Mayor in consultation with the Chief Administrative Officer;
- (b) that all such public or neighbourhood meetings authorized by the Council, Council/Committee, or Ward Committee will be held in public buildings;
- (c) that requests for Staff to be in attendance at authorized meetings be made through the Department Heads or the Chief Administrative Officer;
- (c) that all members of Council be notified of any such meetings.

\*Amended 97.05.12:

That the Council Policy with respect to staff attendance at Public and/or neighbourhood meetings held after normal working hours be changed to require Council authorization only, replacing the previous policy which required Council, Committee or Ward Committee authorization.

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Council Approval: 1984/04/09  
Report No/Item: N/A  
Cross Reference: Policy No. 03.02

\*Amended: 1997/05/12  
Report No/Item: 25/1