

**Excerpt from Bylaw 44M2006, The Procedure Bylaw, Section 105**

**EXCUSE FOR ABSENCE**

105. (1) A Member who will be absent from a Meeting must provide written notice to the Mayor and the City Clerk prior to commencement of the Meeting. The notice shall include the reason for the absence as either Council business or personal matters.
- (2) A motion to excuse a Member(s), absent for the whole of the Meeting, shall be made prior to adjournment.
- (3) Notwithstanding subsection (1), Council may excuse a Member who did not provide notice.
- (4) A Member must give a separate notice for each Meeting.