

23 March 2016

Mayor and Council Members

RE: Absence from Meeting

In an effort to keep the community and staff updated and informed with respect to my absence, I regret to inform that I will not be available to attend the Council meeting scheduled for Tuesday April 5<sup>th</sup>, 2016, commencing at 4:00pm, as I will be out of town at this time.

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Respectfully submitted,

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Councillor Ward 10