

## ***Board and Committee Attendance Policy***

<b>Policy Number</b>	<i>BOH107</i>	<b>Approved Date</b>	<i>February 20, 2019</i>
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### **REVISION HISTORY**

<b>Reviewed</b>		<b>Amended:</b>	
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### ***Purpose***

The Corporation recognizes the importance of the attendance and participation of each of its directors (each a “**Director**”) in meetings of the board of Directors of the Corporation (the “**Board**”) and committee meetings to ensure effective contribution of each of his/her expertise and judgment to the affairs of the Corporation.

### ***Scope***

This policy applied to all Board members and non-Board members of committees.

### ***Regulation***

Board members and committee members are expected to attend all Board meetings and all meetings of the committees to which they are assigned.

It is recognized that Directors and committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances. In accordance with the Corporation’s by-laws, the Board shall recommend to the body that appointed a Director that the director be removed where he/she is absent for three successive Board meetings without being authorized to do so by resolution of the Board.

### ***Amendment***

This policy shall be reviewed and approved by the Board every two years, and may be amended from time to time as the Board deems necessary