



TOWN OF WAINWRIGHT

Policy Number: 02-14

Date of Issue: February 19th, 2002

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Motion Number: 2002-62

Policy Subject/Title: TOWN OFFICE BUSINESS HOURS POLICY

Signature of Approval by Authorized Personnel:


Ray Poulin, Municipal Administrator

Supersedes:

Date of Last Update

Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to establish the regular business hours for the Town Office.

PROCEDURES:

That effective March 4th, 2002 the regular business hours for the Town Office be set at 8:30 a.m. to 4:30 p.m. Monday through Friday.