

Town of Happy Valley-Goose Bay

Title: Committee of the Whole Meetings and Reports	Internal/External: Internal
Department: Administration	Policy Number: A0016
Approval Date: September 22, 2026	Implementation Date: September 22, 2026
Authority: 14th Council	Page: 1 of 1

Topic: COMMITTEE OF THE WHOLE AND COMMITTEE MEETINGS AND REPORTS

Policy Statement:

1. On the second Tuesday of the month, a public Committee of the Whole meeting will take place. Committee of the Whole will include all Councillors and Management who are asked to attend. The Committee of the Whole will allow all Recommendations and Motions to be presented and provide an opportunity for Councillors to seek or find clarification prior to the monthly meeting.
2. All Committees struck by Council are required to meet and produce a report every month.
3. All reports must be presented at the regular monthly meeting.
4. The Executive Assistant or alternate will complete the Committee of the Whole Package by the Thursday preceding the meeting and publish it in E-Scribe for Council to access and review. The Committee of the Whole Package will include recommendations and motions with briefing notes and supporting documentation received before the deadline of Noon on Wednesday preceding the Committee of the Whole meeting.
5. It is the responsibility of individual Councillors to view the Committee of the Whole Package as published in E-Scribe and be familiar with all information contained within.
6. If, in reviewing the Committee of the Whole Package, questions arise concerning specific items, the Councillor(s) must contact the applicable Chairperson or the Chief Administrative Officer (CAO) for clarification at least 24 hours in advance of the scheduled meeting time to allow time to research and provide updates to Council prior to the public meeting.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.


Mayor, Bert Pomeroy


CAO, Nadine MacAulay