



Town of Happy Valley-Goose Bay
Policy Statement

Index: Administration		Policy Number: A0016	
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**Topic: COMMITTEE MEETINGS AND COMMITTEE REPORTS FOR
REGULARLY SCHEDULED COUNCIL MEETINGS**

Policy Statement:

1. All Committees struck by Council are required to meet and produce a report on a monthly basis.
2. All Committee Reports must be submitted to the Confidential Secretary by noon on the Monday, eight (8) days prior to the regularly scheduled public Council meeting. Any reports not received by the deadline will not be included as part of that month's Council meeting. Reports received after the deadline will be discussed as part of the following month's public Council meeting.
3. The Confidential Secretary will produce the Council Package by the third Tuesday of the month and place in Council's mailboxes. The Council Package produced will include only those reports received before the deadline, incoming and outgoing correspondence, and the minutes and action items of the previous Council meeting.
4. It is the responsibility of the Councillors to pick up their Council Package and be familiar with all information contained within prior to the regular scheduled meetings.
5. If, in reviewing the Council Package questions arise concerning specific items, it is strongly suggested that the Councillor(s) contact the applicable Chairperson for clarification prior to the public meeting.