



Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Administration</b>		<b>Policy Number: A0017</b>	
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<b>Authority: 10<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 1</b>	

**Topic: MEETINGS WITH DELEGATES**

**Policy Statement:**

Any group requesting a meeting with Council is required to submit a letter in writing to the attention of the Mayor and Council. The letter shall be carbon copied to the Town Manager, Town Clerk, in addition the manager of the applicable department the request pertains to.

The letter should clearly outline the purpose of the meeting.

The request for a meeting will be considered by Council.

The deadline to submit a request in writing is the 15<sup>th</sup> of the month. If the 15<sup>th</sup> of the month falls on a Holiday, Saturday or Sunday, the deadline will be 4:00 PM on the next business day following the 15<sup>th</sup>.

The Town Clerk will notify the individual /group of Council's decision regarding the meeting request.

If granted a meeting, the Town Clerk or Confidential Secretary will notify of a meeting date, time and location.

Individuals/ groups will be given a maximum of 20 minutes to present their information. The allotted time frame should allow for any questions Council may have.

The first Tuesday of the month will be the regularly scheduled time to meet with delegations.