



Town of Happy Valley-Goose Bay  
Policy Statement

|   |                                      |                                      |  |
|---|--------------------------------------|--------------------------------------|--|
| <b>Index: Administration</b>  |                                      | <b>Policy Number: A0017</b>          |  |
| <b>Approved Date: June 19, 2012</b>   | <b>Effective Date: June 19, 2012</b> | <b>Revision Date: April 23, 2024</b> |  |
| <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 Chief Administrative Officer (CAO), 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 CAO will notify the individual /group of Council's decision regarding the meeting request.

If granted a meeting, the CAO or Executive Assistant (EA) 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.

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

\_\_\_\_\_  
Mayor, George Andrews

\_\_\_\_\_  
CAO, Nadine MacAulay