



Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Administration</b>		<b>Policy Number: A0018</b>	
<b>Approved Date: April 29, 2013</b>	<b>Effective Date: October 30, 2017</b>	<b>Revision Date: March 28, 2023</b>	
<b>Authority: 13<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>			<b>Page 1 of 1</b>

**Topic: PUBLIC COUNCIL MEETING DELEGATIONS**

**Policy Statement:**

**In order to ensure an amicable and respectful environment for delegate(s) to meet with the Council, it is recommended that the Public of Happy Valley-Goose Bay:**

1. Notify the Chief Administrative Officer or their designate of their intention at least 24 hours before the meeting by providing their name, contact information and a brief synopsis of the issue or concern they wish to raise.
2. The Chief Administrative Officer shall present the information to the Mayor and /or Council before the council meeting begins. The Mayor and Council retain the right to limit the number of delegates presenting during each council meeting.
2. At the time the delegate is accepted to present to Council, the delegate will be notified of a maximum ten (10) minute timeline to raise their concern. After the presentation, the Mayor and Council members may ask questions or make comments on the information presented.
3. In consideration for the length of Council meetings, a delegate may request to bring forth their issue in writing. Such written presentations must include the name and contact information of the delegate and a brief synopsis of the issue or concern. The delegate accepts a one-week response time to allow for the Mayor and/or Council member(s) or the Chief Administrative Officer to respond in writing.

The 13<sup>th</sup> Council respects our constituents right to present their issues or concerns. In accordance with this policy, the Town of Happy Valley-Goose Bay operates a respectful workplace, and all presenters and members of the public are reminded that any abusive or threatening behaviour towards Town employees or Council will not be tolerated.

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

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Mayor, George Andrews

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Chief Administrative Officer, Nadine MacAulay