



Town of Happy Valley-Goose Bay
Policy Statement

Index: Administration		Policy Number: A0030	
Approved Date: April 29, 2014	Effective Date: April 29, 2014	Revision Date:	
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Topic: OFFICIAL TOWN COUNCIL MINUTES

Policy Statement:

1. Minutes will be recorded at all public Council Meetings by the Confidential Secretary or designate.
2. The Minutes will contain the following information:
 - Date, Place, Time meeting called to order and adjourned
 - Record of attendance/regrets
 - Agenda
 - Incoming and Outgoing Correspondence
 - Delegations
 - Exact wording of all Motions and Resolutions put before Council, with names of movers, seconders, and final vote
 - Approval of Cheques
 - Councillor's Forum
 - Any declaration of conflict of interest by a member of council and a record of that councillor leaving the meeting while the matter is discussed.
3. The Minutes will be adopted at the following public Council Meeting, at which time they become the Official Minutes of Council.



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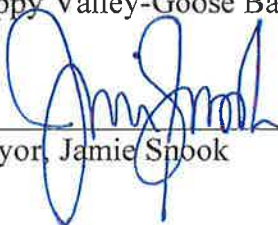
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Topic: OFFICIAL TOWN COUNCIL MINUTES Continued

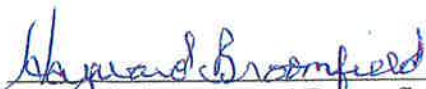
Policy Statement:

4. Official Minutes will be posted on the Town website and available for viewing at the Town Hall during normal working hours.
5. The Town Clerk will retain one paper copy of the Council Package.

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



Mayor, Jamie Snook



Town Clerk, Hayward Broomfield