

Town of Happy Valley-Goose Bay

Title: Council Meeting Attendance by Electronic Means	Internal/External: Internal
Department: Administration	Policy Number: A0037
Approval Date: August 25, 2026	Implementation Date: August 25, 2026
Authority: 14th Council	Page 1 of 3

Topic: COUNCIL MEETING ATTENDANCE BY ELECTRONIC MEANS

1.0 Policy Statement

The Town of Happy Valley-Goose Bay acknowledges that there may be times when a member of Council is unable to attend a Council meeting in person. Section 42 of the *Towns and Local Service Districts Act* states that a town council may allow a councillor to participate in a town council meeting or a town council committee meeting by electronic means.

2.0 Scope

This policy applies to all members of Council of the Town of Happy Valley-Goose Bay including the Mayor, Deputy Mayor, and Councillors when attending town council meetings. This policy does not apply to virtual meetings where all attendees are attending by electronic means.

3.0 Purpose

The purpose of this policy is to permit members of Council, at the discretion of Council, to participate in Council meetings by electronic means where in-person attendance is not available to the Councillor due to extenuating circumstances.

4.0 Definitions

4.1 "electronic means" means participation by a method of communication that enables the Councillor to both listen to the proceedings and to be heard by all those in attendance.

4.2 "extenuating circumstances" means events that reasonably prevent in-person attendance, including but not limited to, illness or medical appointments, family emergencies, severe weather conditions, transportation disruptions, urgent professional obligations, or other Council business.

4.2 "town council meetings" means*

- (i) monthly meetings required under the Act,
- (ii) other regularly scheduled public town council meetings, and
- (iii) special meetings as scheduled by the town clerk on the request of the mayor or any 2 councillors.

*per the *Councillor Remuneration and Reimbursement Regulations*, 2 (e)

5.0 Requirements and Responsibilities

5.1 Limitations

5.1.1 A Councillor shall not attend more than 25% of annual town council meetings by electronic means unless otherwise authorized by a resolution of Council at a closed meeting and ratified at a public meeting prior to their participation by electronic means due to extenuating circumstances.

5.1.2 Notwithstanding the Act, Council requires that a quorum of Councillors be physically present in the Council Chambers for any meeting where electronic attendance is permitted. Where more than three (3) Councillors request attendance by electronic means, Council may reschedule the meeting or deny one or more requests, having regard for operational requirements and quorum provisions.

5.1.3 Attendance by electronic means shall not be permitted where a resolution requires a 2/3 vote of Councillors in office in accordance with the *Towns and Local Service Districts Act*.

5.2 Technical Requirements

5.2.1 Video conferencing will be the primary means utilized for those who are attending by electronic means. The Councillor must have reliable internet access, a functioning camera and microphone, and video must remain enabled during voting and discussion unless technical difficulties occur. The Councillor must maintain the same decorum as if attending in person. Any costs incurred for utilizing electronic means will be borne by the municipality.

5.2.2 Where technical difficulties occur before a meeting, the meeting shall be delayed for ten (10) minutes to attempt to resolve the problem. If it is unable to be resolved, the Councillor will be deemed absent from the meeting.

5.2.3 If communication is lost during the meeting, a 10-minute recess will be called to attempt to reestablish the link. If connectivity cannot be restored after ten (10) minutes, the Councillor shall be deemed absent for the remainder of the meeting and shall not participate in subsequent debate or voting.

5.2.4 Prior to participation in a closed meeting, the Councillor shall show that they are participating from a private location where confidential discussions cannot reasonably be overheard or recorded by unauthorized persons.

5.2.5 A Councillor attending by electronic means who declares a conflict of interest shall disconnect from the meeting for the duration of the discussion and vote and shall not participate in any manner.

5.3 Procedure

5.3.1 A Councillor wishing to avail of attendance by electronic means must notify the CAO, or designate, at least three (3) business days in advance of the meeting.

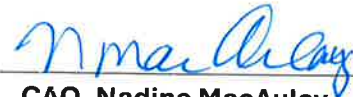
5.3.2 The Mayor and CAO may jointly approve requests for attendance by electronic means on behalf of Council, with the exception of circumstances in 5.1.1, and such approval shall be reported at the commencement of the meeting.

5.3.3 The presiding officer for the meeting shall attend in person.

5.3.4 It shall be noted in the minutes of the meeting that the Councillor has attended by electronic means. Councillors participating by electronic means shall have the same voting rights as Councillors attending in person, and all votes cast using electronic means shall be recorded in the minutes in the same manner as votes cast in person.

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


Mayor, Bert Pomeroy


CAO, Nadine MacAulay