

Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Administration</b>		<b>Policy Number: A0037</b>	
<b>Approved Date:</b> December 18, 2014	<b>Effective Date:</b> December 18, 2014	<b>Revision Date: December 13, 2022</b>	
<b>Authority:</b> 11 <sup>th</sup> Council of the Town of Happy Valley-Goose Bay		<b>Page 1 of 2</b>	

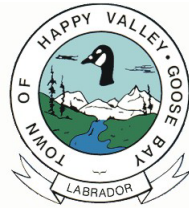
**Topic: COUNCILLORS ATTENDANCE OF MEETINGS BY ELECTRONIC MEANS**

**Policy Statement:**

Sections 24 and 51 of the Municipalities Act 1999 have been amended to allow a councillor to participate in a meeting by electronic means where the electronic means enables the councillor to listen to the proceedings and to be heard. They would be considered to be in attendance at the meeting.

The Town of Happy Valley-Goose Bay will apply this section by adhering to the following:

1. Electronic means of attendance can be utilized for any type of meeting that a councilor would normally attend including public council meetings, Committee of Whole, Committees of Council, delegations, or privileged meetings.
2. Electronic means shall only occur when in-person attendance is either impossible or impractical; eligibility shall be determined by a majority of council vote.
3. Any councilor wishing to avail of electronic means must notify the Town CAO, or designate, at least 2 business days prior to the meeting; exceptions can be made for extenuating circumstances by a majority of council vote.
4. It shall be noted in the minutes of the meeting that the councilor has attended by electronic means;
5. Any costs incurred for utilizing electronic means will be paid by the Town of Happy Valley-Goose Bay.



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**Topic: COUNCILLORS ATTENDANCE OF MEETINGS BY ELECTRONIC MEANS  
CONTINUED**

**Policy Statement:**

6. Video conference will be the primary means utilized for those who are attending remotely.
7. If communication is lost a 10 minute recess will be called to attempt to reestablish the link. If the link can not be reestablished after 10 minutes the electronic participant is deemed to have left the meeting. If this means there is no longer a quorum of councillors in attendance the meeting shall be adjourned.
8. A councillor shall not attend more than 3 regular meetings in a calendar year by remote attendance. Exceptions may be considered by a majority vote of council.
9. The chair must always attend in person.
10. The maximum number of councillors who may attend a regular meeting remotely at one time shall be 3. Any meeting where more than 3 councillors are unable to be physically present shall be rescheduled.

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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CAO, Nadine MacAulay

