

**TOWN OF FORT NELSON  
NORTHERN ROCKIES REGIONAL DISTRICT  
POLICY & PROCEDURE MANUAL**

**1105-02-01 - PETITIONS/DELEGATIONS POLICY**

**Background**

***The Town of Fort Nelson and the Northern Rockies Regional District are unique in their government structure whereby there is only one administrative and operating unit providing services for both governments. This means that most staff have dual functions and responsibilities.***

***The Chairperson of the Regional District is elected by electors of the Region and Town and is then appointed as the "Mayor" of the Town. There are three Electoral Area Directors for two electoral areas, (2 for Area A & 1 for Area B) whereas other Regional Districts have no more than one Director representative for each electoral area. All Town Council members are appointed as Directors of the Regional Board, in addition to the Electoral Area Directors; other Towns appoint only one representative to "represent its votes" on the Regional Board.***

***It has been recognized that public participation in local government is not only important, but is critical - as part of a process that keeps citizens informed and involved at an optimum level.***

***Due to our unique government structure and the manner in which regular Town Council meetings are held immediately preceding regular meetings of the Regional Hospital Board and Regional Board, it has been determined that policy guidelines are required in respect to handling petition/delegation procedures and in responding to requests from individuals, groups and organizations.***

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| <b><i>Policy Section: 11</i></b>         | <b><i>Administrative Services</i></b>            |
| <b><i>Subject: 1105-02-01</i></b>        | <b><i>Petitions/Delegations Policy</i></b>       |
| <b><i>Prepared by: Heather Brown</i></b> | <b><i>Approved by Mgmt Team: -</i></b>           |
| <b><i>By Administrator: -</i></b>        | <b><i>By Council/Board: January 22, 2001</i></b> |
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**Policy/Objective**

**To implement a Petition/Delegation Policy that will establish guidelines for administration and members of the public, who wish to appear before the Town Council or the Regional Board as a petition or delegation.**

**Implementation**

**Petitions - Anyone wishing to present a petition to the Council or Regional Board must inform the Corporate Administrator or the Deputy Corporate Administrator in writing, by 12:00 Noon the preceding Thursday before the regular meeting, of the subject of the petition and the name and address of each person who has signed the petition.**

**Delegations - Anyone wishing to appear before the Council or Board as a delegation must inform the Corporate Administrator or the Deputy Corporate Administrator in writing, by 12:00 Noon the preceding Thursday before the regular meeting, of the subject of the delegation.**

**~ All petitions/delegations shall be placed on the appropriate agenda (Town Council issues will be placed on the Town Council agenda and Regional Hospital District or Regional District issues will be placed on the Regional Hospital Board or Regional Board agendas). In recognition that Town Council business may at times necessitate lengthy meetings, and as a gesture of courtesy to the public, Regional District petitions/delegations shall speak to their issues and be heard during the Town Council meeting and shall additionally be included as a speaking petition/delegation on the Town Council agenda. Discussion or decision by the Regional Board members regarding the Regional District petition/delegation shall be deferred until completion of regular Town Council business, whereby discussion or decision would take place in the Regional Board meeting under the appropriate heading for the petition/delegation.**

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- ~ **No petition or delegation may be presented to appear before or be received by the Council or Regional Board unless this Section has been complied with, but the Council or Regional Board may resolve, by a 2/3 majority to waive compliance with this section.**
- ~ **All delegations or petitions appearing before the Council or Regional Board must select only ONE or TWO persons to act as spokesperson for their presentation and advise, at the time of their petition or delegation request, the name(s) of the person(s) who will be addressing the Council or Board. The spokesperson(s) must stand at the lectern to make their presentation.**
- ~ **The MAXIMUM TIME for presentation of a petition or appearance of a delegation before the Council or Regional Board is FIFTEEN (15) MINUTES, unless the Council or Regional Board decides, by a 2/3 majority, otherwise.**
- ~ **The MAXIMUM NUMBER of delegations shall be limited to three delegations inclusive for all Town Council, Regional Hospital Board or Regional Board meetings unless extraordinary circumstances necessitate further delegations, which in those cases, must be approved by the Mayor or the Chairperson.**
- ~ **Immediately following the presentation, the petition/delegation spokesperson(s) shall remove themselves from the table and rejoin the audience to allow the Council or Regional Board the opportunity to discuss the presentation.**

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- ~ ***No members of the public, other than the spokesperson(s) for the petition or delegation, may speak on the matter being discussed by the Town Council or Regional Board. Should the public wish to speak on a matter being discussed, they will be afforded the opportunity at the end of the Council or Regional Board meeting.***
  
- ~ ***Any decisions required to be made by the Council or Regional Board, following the petition/delegation(s) appearance, are not usually made until the next regular meeting. However; the Town Council or Regional Board, at their option, may choose to make a decision at the same meeting that the petition/delegation appeared.***

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