

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

1115-06 - MAYOR/CHAIR PROCLAMATION POLICY

Background

The Council for the Town of Fort Nelson receives a large number of proclamations from local, provincial, and federal groups & organizations each year, requesting support from the Mayor in proclaiming and/or recognizing specific events, days, or time periods.

Each year, the number of proclamations increase and it is becoming increasingly difficult and time consuming to consider and support all proclamations - especially when a large number of proclamations are submitted from organizations and groups who have no local or regional affiliation and whose requests are not always clearly presented or understood.

It has been past practise for the Mayor to consult with Council regarding proclamations, although the Municipal Act used to specify the Mayor or Chair had the absolute authority to choose and proclaim events, days, etc.

Legal counsel advises that it is the Mayor of a Town or Chair of a Regional District who has the ultimate authority to proclaim events as he/she chooses. Where proclamations are indiscriminately approved, there is a chance that such approvals can be considered universal; therefore a policy which clearly indicates discretion will be used, (whether by the Mayor, Chair or with his permission - the Council/Board) is desirable.

Policy Section: 11	Administrative
Subject: 1115-06	Mayor/Chair Proclamation Policy
Prepared by: Heather Brown	Approved by Mgmt Team: -
By Administrator: -	By Council/Board: October 25/99
Revision Date:	Page 1 of 2

Policy/Objective

To implement a policy that formalizes procedures on handling proclamation requests.

Implementation

All proclamation requests received by the Town of Fort Nelson or the Northern Rockies Regional District shall be delivered directly to the Office of the Mayor/Chair.

The Mayor/Chair shall review all requests for proclamations.

Only those proclamations from interest groups & organizations that have a local or regional affiliation with the Town or Regional District shall be considered.

The Mayor/Chair, at his discretion, may consider other proclamation requests from widely known and long established groups or organizations that the community supports and/or benefits from.

Those proclamation requests that the Mayor/Chair chooses to proclaim, shall be placed on the next regular meeting agenda of the Town Council or Regional Board for ratification.

All other proclamations shall be forwarded to Records Management for filing, as per the Town/Regional District retention schedule.

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