

# POLICY STATEMENT

## District of Maple Ridge

<b>Title:</b> <b>Proclamations</b>	<b>Policy No : 3.02</b>  <b>Supersedes: AMENDED</b>
<b>Authority:</b> <b><u>Council</u></b>  <b>Approval:</b> <b><u>May 25, 2004</u></b>	<b>Effective Date:</b>  <b><u>May 26, 2004</u></b>
<b>Policy Statement:</b>  The Municipal Clerk will send letters to the requesting individual or organization acknowledging the request for the Mayor to issue a Proclamation and advising that notwithstanding that the request may be for a worthwhile benefit to the community as a whole, the District of Maple Ridge declines to issue Proclamations.	
<b>Purpose:</b>  Issuance of Proclamations by the Municipal Council and/or the Mayor provide limited community benefit, particularly considering the administrative cost to process them and the lack of specific authority in the <i>Local Government Act</i> for their issuance. In addition, the general public are aware of these events because the sponsoring organizations promote the events through a number of means thus eliminating the need for Municipal Council approval and publication.	
<b>Definitions:</b>	

# PROCEDURE (OPERATING REGULATION)

## District of Maple Ridge

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<b>1.0 POLICY STATEMENT (adopted):</b>  The Municipal Clerk will send letters to the requesting individual or organization acknowledging the request for the Mayor to issue a Proclamation and advising that notwithstanding that the request may be for a worthwhile benefit to the community as a whole, the District of Maple Ridge declines to issue Proclamations.									
<b>2.0 KEY AREAS OF RESPONSIBILITY</b>  <table><thead><tr><th>Action to Take</th><th>Responsibility</th></tr></thead><tbody><tr><td>1. Correspondence requesting Proclamations will be received by the Clerk's department for review and response.</td><td>Information Clerk</td></tr><tr><td>2. A response will be sent advising that the District has a policy to decline the issuance of proclamations.</td><td>Information Clerk/Municipal Clerk</td></tr><tr><td>3. If there is a specific additional request, eg. a minute of silence in observance of the Annual Day of Mourning, it will be forwarded to Council for consideration.</td><td>Municipal Clerk/Confidential Secretary</td></tr></tbody></table>	Action to Take	Responsibility	1. Correspondence requesting Proclamations will be received by the Clerk's department for review and response.	Information Clerk	2. A response will be sent advising that the District has a policy to decline the issuance of proclamations.	Information Clerk/Municipal Clerk	3. If there is a specific additional request, eg. a minute of silence in observance of the Annual Day of Mourning, it will be forwarded to Council for consideration.	Municipal Clerk/Confidential Secretary	
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