

Policy Title	Effective Date	Updated to	Policy Number
Administrative Policy – Approval of Repetitive Request	January 26, 2009	May 27, 2019	1.1.6

Purpose

The purpose of this policy is to provide Administration with the authority to approve requests of a repetitive nature that may be received from time to time in order to expedite the approval process.

Policy

1. Initial Requests:

Council shall approve an initial request from a community group, organization, etc. authorizing them to do an activity in relation to their event that may affect Town infrastructure (streets, roads, signage, facilities ... ex. erect signage, street closure).

2. Subsequent Requests:

If a subsequent request is submitted to the Town, with the same terms and conditions as the original request, Administration shall be authorized to approve the request, and submit a report to the next Council meeting.



Mayor



Chief Administrative Officer

