

<i>The Town of Fort Frances</i>	<b>SECTION</b> HUMAN RESOURCES
<b><u>REPRESENTATION AT SPECIAL EVENTS OR FUNCTIONS</u></b>  <b><u>POLICY</u></b>	<b>REVISED</b> May 1992
Resolution No.	Supercedes Resolution No.
Policy Number 3.21	<b>PAGE 1 of 1</b>

The Town may be represented by one staff person (plus companion if desired) at events such as retirements, funerals, or comparable events for municipal employees, higher governments, boards or agencies with whom the Town has had significant or long-term interaction. Costs will be kept to a minimum (e.g. use of municipal vehicle, overnight hotel room if necessary, meal(s) as necessary, incidental allowance, gift or gift contribution.

While some of these functions will occur on weekends and evenings there may be occasional functions on weekdays, and if so, appropriate priority will be considered for the municipal business of the day. Most such events will be in Northwestern Ontario and possibly International Falls, Minnesota.

The Administrator will be the Town's representative at such functions, or he/she may make a delegation with consent. The Mayor shall approve attendance.

For Banquets or events of special purpose or recognition, where it is appropriate that the Town make a presentation, or should be in attendance by either invitation or initiative, the Town may be represented at such events by the Mayor (plus companion if desired). Costs will be kept to a minimum (e.g. use of municipal vehicle, per diem(s), and as appropriate a gift or presentation item). Most such events will be in Northwestern Ontario and possibly International Falls, Minnesota.

The Mayor will be the Town's representative at such functions, or he/she may make a delegation to the Deputy Mayor, Councillor, Administrator, or staff person. The Mayor may also extend attendance at such functions to include Council and staff as may be appropriate.