

Corporate Policy

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Section:	Administration	01
Sub-Section:	Proclamations and Special Declarations	0630
Title:	Proclamations	2016-01

Related Policies

Number	Title
01-0530-2016-01	Delegations to Council

Approvals

Approval Date: June 14, 2016	Resolution #: <u>RC16/235</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended: April 14, 2020	Resolution #: <u>RC20/155</u>
Amended:	Resolution #:

Corporate Policy Manual

Proclamations

Policy

The Council of the City of Port Moody receives requests for formal pronouncement of proclamations from individuals and groups representing non-profit societies and organizations wishing to raise awareness of an upcoming event, campaign, or provincial or national day they wish to celebrate at a local level.

Proclamation requests must be submitted in writing.

Procedures

An individual or organization seeking a Council Proclamation shall submit a request in writing to the Corporate Officer. The request should include all relevant information and may include a sample proclamation. Legislative Services Division staff shall acknowledge proclamation requests upon receipt.

Requests for Proclamations are placed on the next available Regular Council meeting agenda for Council consideration under section 10 – Other Business.

Once Council has resolved to issue the proclamation, Legislative Services Division staff will prepare and issue a proclamation certificate to the requestor.

Monitoring/Authority

This policy is to be administered and monitored by the Legislative Services Division.