

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
COUNCIL

PROCLAMATIONS

POLICY # CP1.2

Approved: February 24, 2009

Amended: June 14, 2016

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**PREAMBLE**

The Council for the District of Port Hardy receives a large number of proclamations from local, provincial and federal groups and organizations each year, requesting support from the Mayor in proclaiming or recognizing specific events, days, weeks or months.

Each year the number of proclamations increases and many are submitted from organizations who have no local or regional affiliation and whose requests are not always clearly presented or understood. Some requests for proclamations do not include a sample proclamation, requiring staff time to draft the proclamation.

**POLICY**

1. Council will consider requests for proclamations when they are supported by a local organization.
2. Requests for proclamations from organizations without a local sponsor may be considered if sponsored by a member of the District of Port Hardy Council.
3. The request for a proclamation must include a draft proclamation.
4. Staff will prepare a report for Council of ongoing proclamations endorsed in previous years for approval at the beginning of each calendar year. Council may choose to endorse or remove proclamations no longer supported or relevant.

Resolution number 2009-040

Amended 2016-120

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