Corporate Policy

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

Related Policies

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>01-0530-2016-01</td>
<td>Delegations to Council</td>
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Approvals

<table>
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<tr>
<th>Approval Date: June 14, 2016</th>
<th>Resolution #: RC16/235</th>
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<tr>
<td>Amended: September 19, 2017</td>
<td>Resolution #: RC(CW)17/031 (CW17/117)</td>
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<td>Amended:</td>
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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 presented in person by a representative of the non-profit society or organization as a Delegation to Council. does not issue proclamations.

Procedures
An individual or organization seeking a Council Proclamation shall request to appear before Council as a Delegation by submitting a Request to Appear as a Delegation form to the Corporate Officer at least eight (8) days prior to the date of the meeting at which the person wishes to appear to present the proclamation request to Council. Legislative Services Division staff shall acknowledge proclamation requests upon receipt.

Procedures for scheduling Delegations for Proclamation Requests are set out in Corporate Policy—01-0530-2016-01—Delegations to Council.

Following the presentation by the delegation, Council may unanimously resolve to:

• immediately issue the Proclamation as requested;
• issue the Proclamation as amended at Council’s discretion; or
• take no action.

Once Council has resolved to issue the proclamation, Legislative Services Division staff will prepare and issue a proclamation certificate to the requestor. be advised that the City of Port Moody does not issue proclamations.

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