

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Council
POLICY NO.:	7.2
SUBJECT:	Proclamations
ADOPTED:	April 29, 2009 May 4, 2011
ADMINISTERED BY:	Council/Administration

Policy: Proclamations are subject to approval by Council.

Objective: To provide guidelines for proclamations.

Procedures:

1. Council will review and approve, by resolution, a list of recurring proclamations and their categories in January of each year. The pre-approved proclamations will be posted following this policy by administration without further direction.
2. Additional proclamation requests will be considered as agenda items at regular Council meetings.
3. Council may modify the wording of submitted proclamations to reflect Council's priorities.
4. Proclamations will be posted at the Public Notice Posting place. Shortened notices of proclamations will run on the electronic sign board and/or promoted on the district website, as staff time allows. Proclamations will not be advertised in the newspaper unless directed by Council.