

TITLE:	PROCLAMATIONS		
SECTION:	Council Organization and Process	POLICY No. II-113	
Adopted:	Council, March 7, 1994	Resolution:	99/ 94
Amended:		Resolution:	

1. PURPOSE

To establish a consistent process for Proclamation requests.

2. POLICY

1. Routine request for Proclamations may be approved by the Mayor at his/her discretion.
2. Proclamations in conjunction with requests for financial assistance shall be referred to the Fiscal and Environmental Select Committee (grant-in-aid process) for determination of eligibility pursuant to the District’s grant-in-aid policy.
3. All approved proclamations shall be prominently posted in the Municipal Hall for the duration of the event and a copy forwarded to the proponents. External advertising or promotion of the event shall be at the expense of the proponents.
4. Notwithstanding (2.3) above, local government proclamations requiring funds for promotion (i.e. Local Government Awareness Week, Fire Prevention Week, etc.) shall be appropriated by the applicable department through the annual budget process.