



Policy 1.6

ADOPTED: March 9, 2009  
EFFECTIVE: April 1st, 2009

## Proclamations Policy, 2009

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### **POLICY STATEMENT:**

The purpose of this policy is to implement a policy that formalizes procedures on handling proclamation requests.

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1. All proclamation requests received by the District of Sooke shall be delivered to the Corporate Services Department.
2. The Mayor shall review only those proclamations from interest groups & organizations that have a local or regional affiliation with the District of Sooke.
3. Notwithstanding section 2. of this policy, the Mayor, at his/her discretion, may consider other proclamation requests from widely known and long established groups or organizations that the community supports and/or benefits from.
4. Proclamations shall be prepared at the Mayor's discretion by the Corporate Services Department.
5. Proclamations shall be signed and issued by the Mayor with a copy:
  - a) sent to the organization requesting the proclamation;
  - b) posted on the website and on the notice board in the Municipal Hall;  
and
  - c) placed in the Council Reader File.