

District of West Vancouver
POLICY

Title: Proclamations
Division: Legislative Services
Policy Number: 0196
File Number: 0282-20-0196

1. Purpose

- 1.1. To provide clarification regarding requests for proclamations.

2. Scope

- 2.1. This policy applies all applicants requesting a proclamation for municipal recognition.

3. Definitions

- 3.1. “Applicant” means an agency, organization, individual, association, or group.
- 3.2. “District” means the District of West Vancouver.
- 3.3. “Proclamation” means a formal declaration of an event, cause or campaign.

4. Policy Statement

- 4.1. Due to the volume of requests and significant staff resources required to administer the proclamation program on an ongoing basis, the District does not issue proclamations.
- 4.2. The Corporate Officer, or designate, will acknowledge requests for proclamations and advise the applicant of this policy.

5. Authority

- 5.1. The *Community Charter*, section 157 gives Council the authority to consider municipal days of recognition.

District of West Vancouver
POLICY

6. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/04/14	
Council minutes eDocs # (Council Policies only)	5815944	
Council report eDocs # (Council Policies only)	5790691	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	