



DISTRICT OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 1

Date:

Adoption Date: 2015-MAY-26

SUBJECT: Requests for Proclamations and District Participation in Programs Operated by Outside Agencies

Purpose:

Outside organizations occasionally request that the District make proclamations, participate in or endorse their programs. This Policy will provide a process when considering these requests.

Policy:

The District of West Kelowna will not issue Proclamations or Declarations. Any requests for Proclamations or Declarations will be responded to by the Corporate Officer and the response circulated to Council for their information.

In consideration of any external organization requests for participation or endorsement in their programs, Council will receive the request from the applicant and refer the request to staff to gather and assess the information. Staff will prepare a Council report that will identify financial impacts, and resource implications resulting from the request, and will provide a recommended option.

A waiting period for thorough consideration of requests to Council under this Policy is established to run from the time of presentation to Council to the beginning of the subsequent Council meeting.

Previous Revision/s: none