



PROCLAMATION POLICY		
ORIGIN:	CORPORATE SERVICES	AMENDED: November 14, 2023
DATE OF ISSUE:	April 26, 2021	ADOPTED: April 26, 2021

**PURPOSE**

The purpose of this policy is to establish the framework for a proclamation or lighting of city facilities to be considered. A proclamation encourages public awareness and provides recognition for events, achievements, and activities that are significant to the City of Colwood.

The *Community Charter* authorizes Council or the Mayor to proclaim a day of recognition that is to be observed by the municipality and are often accompanied by ceremonial documents containing a message of importance, interest, or benefit, or lighting of city facilities.

The decision to issue proclamations is based on the recognition that the Mayor represents all citizens. In doing so, acknowledgement is given to the commitment of individuals and organizations within the city whose efforts enhance our community. It does not, however, constitute a personal or civic endorsement.

**POLICY**

The Mayor shall review only those proclamations and city facility lighting requests from interest groups and organizations that have a local or regional affiliation with the City of Colwood. The Mayor, at their discretion, may consider other requests from widely known and long-established groups or organizations that the community supports and/or benefits from.

All proclamation text is subject to approval and will be reviewed to ensure its compliance with the policy. Modifications to the text may be necessary for the text to be approved.

A proclamation can be issued annually, however, a new request must be submitted by the requestor each year.

The City of Colwood reserves the right to refuse to issue a proclamation or city facility lighting requests.

**CRITERIA**

Requests that demonstrate an interest in or relationship with the City and demonstrate respect for the City’s residents, may be approved if they meet the one or more of the following criteria:

- Local events and initiatives;
- Civic promotions;
- Charitable and community-service initiatives;
- Health and public service initiatives;
- Public awareness campaigns;
- Arts and Cultural celebrations;
- Multicultural awareness;

- Special anniversaries for non-profit organization that benefit communities; and
- Special honour(s) for an individual(s) or organization for special achievement or major community contribution; or
- Special recognition/honour on the recommendation of the Mayor.

Requests will not be approved that include any of the following:

- Defamatory, hateful, racist, discriminatory, homophobic, sexist or disrespectful;
- Incite violence or disorder;
- Politically or religiously motivated or represent individual conviction;
- No direct relationship to the City of Colwood;
- Events contrary to the City of Colwood policies or bylaws;
- Intended for profit making purposes; or
- National, Independence or Republic Days.

### **PROCESS**

All requests for proclamations and lighting of city facilities received by the City of Colwood are to be delivered to the Mayor's Office and will be approved and prepared at the Mayor's discretion.

The Mayor's office will:

1. Advise the requestor of the approval of the proclamation and/or the lighting of city facilities;
2. Notify all members of Council;
3. Advise the appropriate department for implementation of lighting city facilities;
4. Post information notice board in City Hall; and
5. Communicate via the City's social media outlets.