



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

PURPOSE

The purpose of this policy is to establish the framework for a proclamation 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.

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 from interest groups and organizations that have a local or regional affiliation with the City of Colwood. 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.

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.

CRITERIA

Proclamations 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.

Proclamations will not be issued for requests that are 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 proclamation requests received by the City of Colwood are to be delivered to the Mayor's Office.

Proclamations will be prepared at the Mayor's discretion and be signed and issued by the Mayor with a copy:

1. Sent to the organization request the proclamation;
2. Posted on the City website and notice board in City Hall; and
3. Provided to all members of Council.