

Approval date: January 11, 2016

Resolution No.: 19/2016

Subject: Proclamations

Goal

The City of Penticton regularly receives requests for formal pronouncement of proclamations by City Council from groups or organizations who wish to raise awareness of an upcoming event or provincial or national day they wish to celebrate at a local level. The goal of this policy is to articulate when recognition is appropriate via proclamation, and how the proclamation will be addressed.

Scope

Proclamation requests received by the City of Penticton fall under the directive of the Mayor's Office, acting through the Chief Administrative Officer and Corporate Services.

Policy

1. Proclamation requests will only be considered from organizations with a direct local or regional affiliation.
2. Proclamations should raise awareness of an upcoming event, and/or provincial or national day they wish to celebrate at a local level. Types of events or occasions suitable for proclamation are those that are:
 - a. relevant and/or significant to the local community;
 - b. observe milestones, recognize achievements or direct attention to a worthy cause;
 - c. apolitical; and
 - d. would not be considered contentious or divisive within the community.
3. Proclamation requests should be submitted at least three weeks prior to the intended date of formal pronouncement. Requests should include draft wording for the proclamation.
4. Notwithstanding Section 1, 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 benefits from.
5. Proclamations will be signed by the Mayor.

6. All proclamations will be placed in the Council reader file.
7. At the request of the applicant, the proclamation may be included on the Council agenda for information.
8. If an organization or group wishes to have a photo opportunity that corresponds with the proclamation, this must be arranged outside of the Council meeting. Corporate Services staff can make those arrangements.

Previous revisions

None

Certified Correct.

A handwritten signature in black ink, appearing to read 'Dana Schmidt', is written over a horizontal line. The signature is cursive and somewhat stylized.

Dana Schmidt, Corporate Officer