

		<b>POLICY AND PROCEDURE MANUAL</b>	
<b>Category:</b> Administrative Services	<b>Number:</b> ADM.44(C)	<b>PROCLAMATIONS POLICY</b>	
<b>Type:</b>		<b>Authority:</b>	<b>Approved By:</b>
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure		<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
<b>Office of Primary Responsibility:</b> Legislative Services			
<b>Date Adopted:</b> November 18, 2024		<b>Council Resolution No:</b>	<b>Date to be Reviewed:</b> As required
<b>Manner Issued:</b> Website			

**BACKGROUND:**

Council recognizes the importance of highlighting charitable causes or events, arts and cultural celebrations, and public awareness campaigns which enhance community spirit and positively impact the City of Mission and its citizens.

**PURPOSE:**

The purpose of this Council policy is to establish criteria to ensure City Proclamations are issued in a consistent and transparent manner.

**POLICY:**

**1. Definitions**

“**Administration**” means the Corporate Services Department, which is responsible for ensuring that the policies, programs and other directions of Council are implemented.

“**City**” means the City of Mission.

“**Council**” means the duly elected officials of the City, those being the Mayor and Councillors.

“**Proclamation**” means a ceremonial document signed by the Mayor or designate to officially recognize the importance of a charitable cause or event, an arts or cultural celebration, or a public awareness campaign on a specific day, week, or month.

**2. Applicability**

This policy applies to all requests for Proclamations received, and all Proclamations issued by the Office of the Mayor on behalf of the Council for the City of Mission.

**3. Criteria**

a) Proclamations may be issued for:

- i. a charitable cause or event that contributes to the social, economic or cultural fabric of the City,

- ii. an arts or cultural celebration, or
- iii. a public awareness campaign.

b) Proclamations will **not** be issued for:

- i. matters of political, ideological or religious beliefs or individual conviction,
- ii. events or organizations with no direct connection to the City of Mission,
- iii. campaigns or events contrary to City policies or bylaws, or
- iv. campaigns or events intended for profit-making purposes.

**4. Procedure**

a) Requests for Proclamations must:

- i. be submitted in writing at least four weeks in advance of the proclaimed date, and
- ii. include background information about the cause or event being proclaimed, such as purpose/date/time/location and, if applicable, cost to attend an event and how funds raised will be used.

Any submission that does not meet the criteria above may not be considered.

b) Proclamations are issued by a resolution of Council by majority vote.

c) A request for a Proclamation will be declined by Administration if it does not meet the criteria contained in this policy.

d) Proclamations are not legally binding. They do not constitute a personal endorsement by the Mayor or any member of Council.

e) An issued Proclamation does not claim exclusive rights to the day, week or month being proclaimed or acknowledged.

f) Repeat requests must be submitted on an annual basis. Previously issued Proclamations are not precedent setting and are not tracked by Administration.

**RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:**

n/a

**\*\*\* END OF POLICY \*\*\***

**RECORD OF AMENDMENTS/REVIEW**

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
ADM.44(C)	Nov 18, 2024				RC24-578