



PROCEDURE

PROCEDURE NO: 106•1

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TITLE: Proclamations

APPROVAL DATE: October 30, 2000

POLICY: 106, Proclamations

REVISION DATE:

SECTION: Administration

RESPONSIBLE DEPARTMENT:

1. Any person, organization or City department wishing to make application for a proclamation will do so in writing at least fourteen (14) days in advance of the proposed signing date of the proclamation.
2. All applications for a proclamation:
 - a) will contain a draft copy of the wording of the proclamation.
 - b) will contain a brief statement in support of same.
 - c) may contain a special request to have the Mayor read and sign the proclamation at a specific location within the City, in order to further publicize the occasion.
3. The Mayor's Office will acknowledge receipt of the application and inform the applicant that the proclamation is either approved or referred to Council.
4. When the Mayor or Council approves an application for a proclamation, the Mayor's Office will confirm a date and time, with the applicant, for the signing of the proclamation.
5. The Mayor's Office will prepare the proclamation in a standard form, which will include the purpose of the proclamation.
6. The applicant is responsible for any publicity or media coverage of the official signing of the proclamation.
7. Once the proclamation is signed, a gold seal shall be placed on the lower left corner of the proclamation and embossed with the City seal and officially presented to the applicant.
8. Following the presentation, the proclamation becomes the property of the applicant who is responsible for its display, including all costs thereto. If the applicant desires, the City will display a copy of the proclamation in City Hall for a period of one (1) week.