

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: PROCLAMATIONS POLICY

PURPOSE: To provide guidelines for responding to requests to officially proclaim a specific day, week, or month to honour a special cause.

AUTHORITY: Council Resolution # 98-24-14 dated November 9, 1998

PROCLAMATIONS POLICY

Policy Statement

Proclamations issued by the Mayor are used to help promote special causes that are considered to be in the public interest. They should not be perceived to benefit any personal, private, commercial, religious, or political interest.

A proclamation can raise public awareness and enhance the credibility of an initiative or event, therefore, care should be taken to ensure that the proclamation will not advance the interest group or an organisation rather than its cause.

Responsibilities

1. The Mayor shall decide which requests are successful based on criteria outlined in this policy.
2. The organisation requesting a proclamation shall forward a written draft of the proposed proclamation to the Mayor's office.
3. If requested, the Mayor's office will provide a signed copy of the proclamation which can be used for promotional purposes. The cost of any such advertising will be the responsibility of the organisation.

Criteria

Requests for proclamations which serve to benefit one or more of the following causes will be approved:

1. local community or City related events and initiatives;
2. initiatives by local, territorial, or national community service organisations;
3. promotion of health initiatives;
4. promotion of multi-cultural awareness;
5. bona fide local, territorial, or national charities;
6. municipal or public service initiatives sponsored by the government, the Association of Yukon Communities, Federation of Canadian Municipalities, or similar groups;
7. causes which benefit the general community or public interest (such as anti-crime, work-place injury awareness, and anti-racism); and
8. the celebration of a very special anniversary by a non-profit organisation or government organisation or agency.

Procedures

1. Written requests for proclamations should be received by the Mayor's office at least one week prior to the meeting at which the proclamation will be announced.
2. The Mayor will decide which requests are approved.
3. The Mayor's office will prepare an official version of the approved proclamation based on a draft prepared by the requesting organisation. This official signed copy will be available to the organisation for promotional purposes.
4. The Mayor will read the approved proclamation at a Regular or Committee meeting of Council.

November 9, 1998