

CITY OF WHITEHORSE
COUNCIL POLICY



PROCLAMATIONS POLICY

Policy Number:	2022-03
Approved by:	Council Resolution 2022-27-05 passed December 12, 2022
Effective date:	December 12, 2022
Department:	Legislative Services

PURPOSE

The purpose of this policy is to establish criteria and procedures for the City of Whitehorse to issue proclamations to honour a special cause.

POLICY STATEMENT

Council recognizes the importance of highlighting causes or events that are considered to be in the public interest.

SCOPE

This policy applies to Council, Administration, and the general public.

RESPONSIBILITIES

1. The authority to issue proclamations resides with the Mayor.
2. Legislative Services will review all written proclamation requests and determine whether the request satisfies the criteria of this Policy.
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 organization.

CRITERIA

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

1. Local community or City related events and initiatives;
2. Initiatives by local, territorial, or national community service organizations;
3. Promotion of health initiatives;
4. Promotion of diversity and multi-cultural awareness;
5. Bona fide local, territorial, or national charities;
6. Municipal or public service initiative sponsored by government, or municipally related organizations such as the Association of Yukon Communities or Federation of Canadian Municipalities or similar groups;

7. Causes which benefit the general community or public interest (such anti-crime, work-place injury awareness, anti-racism and diversity; and
8. The celebration of a special anniversary of an organization, government organization or agency.
9. The City does not currently entertain requests from organizations or have a program for “lighting up the building” with coloured lights as part of proclamations and recognizing events and causes.

PROCEDURES

1. Written requests for proclamations should be received by the Mayor’s office at least four weeks prior to the date of the proclamation.
2. Previous proclamations are not precedent setting. The City will maintain a list of proclamations that have been approved on an annual basis. Organizations on the annual list will still be required to request a proclamation on an annual basis.
3. The list of annual proclamations will be reviewed and updated by Council annually.
4. Final approval for a proclamation request will be given by the Mayor.
5. The Mayor’s office will prepare an official version of the approved proclamation based on a draft usually prepared by the requesting organization. The official signed copy will be available to the organization for promotional purposes.
6. The Mayor will read the approved proclamation at a Regular or Committee meeting of Council.

REVIEW

This policy will be subject to review by Administration every 5 years.

HISTORY OF AMENDMENTS

<u>Date of Council Decision</u>	<u>Resolution Number</u>	<u>Description</u>
November 9, 1998	98-24-14	Initial policy adopted
December 12, 2022	2022-27-05	Policy revised

SCHEDULE A

Annually Recurring Proclamations (subject to approval, annual review, and dates shift depending on year)

Bell Let's Talk Day (Mental Health) (Last Wednesday in January)	January
Black History Month	February
Mother Language Day	February 21
Pink Shirt Day	February 22
International Women's Day	March 8
International Day for the Elimination of Racial Discrimination	March 21
Green Shirt Day (Organ Donor Awareness and Registration)	April 7
Earth Day (including tie-in with community clean-up)	April 22
Jewish Heritage Month	May
Asian Heritage Month	May
Wildfire Community Preparedness Day	May 5
Yukon Sisters in Spirit Vigil and Red Dress Campaign Day	May 5
Yukon Mining and Geology Week	May – June
Indigenous History Month	June
Filipino Heritage Month	June
Yukon Pride Month	June
Motorcycle Ride for Dad Day	June
World Environment Day	June 5
Indigenous Peoples Day	June 21
Prostate Cancer Awareness Month	September
Foetal Alcohol Spectrum Disorder	September 9
World Suicide Prevention Day	September 10
National Day for Truth and Reconciliation	Sept 30
United Way Month	October
Fire Prevention Week	October
Mental Health Awareness Week	Oct 1-7
World Mental Health Day	Oct 10
Indigenous Veterans Day	November 8

Remembrance Day	November 11
Transgender Day of Remembrance	November 20
Salvation Army Christmas Kettle Campaign	November
16 Days of Activism Against Gender-based Violence (November 25 to December 10)	November
World AIDS Day	December 1
Day of Persons with a Disability	December 3
National Day of Action Against Violence Against Women	December 6
Human Rights Day	December 10