

Council Proclamations and Announcements

Effective Date: October 3, 2006

Last Revised: July 23, 2024

1. Purpose

The purpose of this policy is to establish guidelines and protocol when considering requests to Council for proclamations and announcements.

2. Scope

This policy applies to requests for Council to proclaim or announce upcoming events, promotional campaigns or days of significance that have a community impact.

3. Exclusions

This policy does not apply to other requests received by the City, including delegation, engagement, and cooperation requests.

4. Definitions

In this policy,

- (a) **Announcement** means a public statement informing the public of a matter of general interest.
- (b) **CAO** means Chief Administrative Officer for the City of Pitt Meadows.
- (c) **City** means the City of Pitt Meadows.
- (d) **Corporate Officer** means the Corporate Officer for the City of Pitt Meadows or their designate.
- (e) **Proclamation** means a declaration signed by the Mayor that is solemn, official or formal in nature including whereas clauses and statements of support.

5. Policy Statements

- (a) Due to a lack of statutory authority, the City of Pitt Meadows does not issue proclamations.
- (b) The City may consider the inclusion of written proclamation requests in Council's consent agenda or the announcement of such an event/day of significance during the 'announcement' section of a public meeting.
- (c) Pursuant to Council's Procedure Bylaw and Council Correspondence Policy C051, the Mayor and CAO are responsible for approving agenda items, including announcements and consent agenda items.
- (d) The Corporate Officer will:
 - i. present requests for proclamations and announcements to the Mayor and CAO for consideration;
 - ii. upon approval of an announcement, ensure the topic is placed on a public meeting agenda as soon as practicable;
 - iii. in the event that a proclamation is requested, confirm with the Mayor and CAO if an announcement is approved or if the written request is approved for inclusion on an upcoming consent agenda; and
 - iv. advise the requestors of proclamations and announcements of decisions made pertaining to their requests.
- (e) The City reserves the right to decline to make selected announcements.
- (f) With certainty, announcement requests that are contentious, divisive, political, or inconsistent with City policies or bylaws will not be considered.

6. Related Policies

Other related bylaws and policies include:

- (a) Council Procedure Bylaw No. 2939, 2023
- (b) Council Correspondence Policy C051