

BPW Canada: Guidelines for Requesting a City Proclamation

What is a proclamation?

Proclamations are issued by the Office of the Mayor to provide an opportunity for the Mayor and City Council/Commission to recognize exceptional events, groups or people. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of city residents and non-profit organizations, to honor occasions of importance and significance to the residents in their communities, and to increase public awareness of issues with the hope of improving the well-being of all citizens.

Proclamation Guidelines:

Each municipality may have specific guidelines related to receiving and accepting proclamations. You are encouraged to contact you municipal office of the Mayor to obtain any specific directions they might provide. Consider the following guidelines and sample "Equal Pay Day" proclamation as a frame of reference to assist in creating your proclamation.

- Contact the office of the Mayor in your community to obtain any specific requirements for submitting a proclamation.
- Proclamations recognize a specified day or week and in some cases the month can be recognized.
- Request should be submitted at least three weeks prior to the due date. (Note: if you use these guidelines to draft a Provincial Proclamation 6 months to a year in advance is recommended.)
- Be aware that it can be expected that any draft language submitted may be edited or revised without notice at the discretion of the Mayor's Office.
- As proclamations are within the discretion of the Mayor, some requests may not be granted.

Proclamation Information

Although, each municipality may have a particular format or specific form that you may need to complete. You can expect to be asked to supply the following information;

Contact information (*) Typical Required Information.

*Name _____

*Phone (day) _____

Phone (evening/cell) _____

Address _____

Email Address _____

Unless advised otherwise, all contact regarding this request will be to the above listed person.

*Title of Proclamation _____

*Date(s) of Proclamation _____

*Purpose of Proclamation (draft language and/or background of person, event, or organization being proclaimed). You may attach additional information. Please provide as much detailed information as possible as we want the proclamation to capture your request.

Follow-up

You should indicate your preferred method of being informed of the status of the Proclamation request.

Pick-up: Name, contact information as above or if different _____

Mail: Supply Address _____

Email: as above or if different: _____

Presentation: At a City Commission/Council meeting or at a specified community event i.e. BPW Equal Pay workshop. This request adds an additional complexity and may not be available due to length of council meeting agenda, or availability of Mayor or City Commissioners or Provincial/National representatives. However, having dignitaries present the proclamation at a community event can make a powerful statement of support.

Thank you: issue a letter of appreciation upon receipt.

See Sample Proclamation and Cover-sheet for your convenience.