

	Policy Title: Recognition, Proclamation and Adornment Policy	Policy No: CO-031
	Authority: Council	Classification: 0340-40
	Date Adopted: November 10, 2025	Motion No: 2025-405
Historical Changes:		

PURPOSE

This policy provides clear and consistent procedures for handling recognition requests made to the District of Sooke. Recognition may include proclamations, adornment of District property, or other public awareness activities that celebrate events or causes of community interest.

1. SCOPE

This policy applies to requests for symbolic or ceremonial actions requiring the use of District assets, staff time, or official endorsement.

It includes requests for:

- Proclamations recognizing days, weeks, or months of significance;
- Adornment of District buildings, landmarks, or public spaces; and
- Other public awareness activities supported by the District.

This policy does not apply to flag raisings or lowerings, which are governed by the District of Sooke Flag Policy.

2. DEFINITIONS

Defined word	Definition
Adornment	Temporary lighting, decorations, or other visual enhancements of municipal buildings, structures, or landmarks to recognize an approved event or cause.
Approved Activities Schedule	The annually reviewed list of approved adornment and decoration activities incorporated into the District’s budget process.
Local or Regional Affiliation	Demonstrable connection of an individual or organization to the District of Sooke or the surrounding region.
Proclamation	A formal statement by the Mayor recognizing a specific day, week, or month in honour of a cause, event, or organization.
Recognition Request	A written submission to the District requesting official acknowledgment of a cause, event, or organization through proclamation, adornment, or other approved public awareness activity.

3. ELIGIBILITY

a) Proclamations

The Mayor shall review proclamation requests from organizations or individuals with a local or regional affiliation to the District of Sooke.

At the Mayor’s discretion, proclamations may also be issued for requests from other well-established organizations that provide a broad community benefit or support widely recognized causes.

B) Adornment and Public Awareness Activities

Requests for adornment or other public awareness activities are approved by Council through the District’s annual budget process, as part of the Approved Activities Schedule.

Requests received outside of this process may be considered for inclusion in the following year’s schedule or recognized through a proclamation if feasible within existing capacity.

4. REVIEW AND APPROVAL

a) Proclamations

- Proclamation requests must be submitted in writing to Corporate Services at least 14 days before the intended date of recognition.
- Corporate Services will review the request for completeness and alignment with this policy before preparation.
- Approved proclamations will be prepared at the Mayor’s discretion and be:
 - Sent to the requesting organization;
 - Posted on the District’s website; and
 - Presented at a Council meeting or accompanied by a media release, at the District’s discretion.

b) Adornment and Public Awareness Activities

- Adornment and public awareness activities are received at any time and reviewed annually through the District’s budget process as part of the Approved Activities Schedule.
- The schedule outlines approved adornment events for the upcoming calendar year based on available staff and financial resources.
- Requests received outside this process may be considered for inclusion in the following year’s schedule or accommodated through a proclamation, where feasible.

5. GENERAL CONDITIONS

- Requests must promote public awareness, inclusion, or unity.
- Requests will not be approved for personal, political, religious, or commercial purposes.
- Recognition activities must not interfere with District operations or compromise public safety.
- The District reserves the right to decline any request inconsistent with community values or available resources.
- Recurring proclamation requests must be resubmitted and reviewed annually.
- Recurring adornment requests will be considered annually based on organizational capacity.

6. REVIEW

The policy will be reviewed every five years, and the Approved Activities Schedule reviewed annually through the budget process.

References:

Policy Number:	
Policy Owner:	Council
Endorsed by:	Leadership Team
Final Approval:	Council
Date Approved:	
Review Date:	
Revision Date:	
Related Policies:	Flag Policy
Related Publications:	