



COMMUNITY EVENT RECOGNITION POLICY

Section: COUNCIL	Number: CCL-059	Office of Primary Responsibility: CORPORATE SERVICES	
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted/Amended: May 18, 2022	Council Resolution No: 2022.195	Date to be Reviewed: May 2023	
Manner Issued: Website, Internal Memo, Upon request			

1 PURPOSE

1.01 To provide guidance on the Town's recognition of Community Events.

2 POLICY STATEMENT

2.01 The Town of Comox helps to recognize important Community Events through the following:

- (a) issuance of proclamations,
- (b) flying of flags on the Community Flagpole,
- (c) light up of Town Hall, and

3 DEFINITIONS

- 3.01 Council: The Council of the Town of Comox.
- 3.02 Community Events include local recreational events, cultural celebrations and/or special occasions.
- 3.03 Community Flagpole: the single flagpole beside the Town Hall building provided for the purpose of highlighting community events and non-profit initiatives.
- 3.04 Town: The Town of Comox.
- 3.05 Proclamation: A proclamation is an official public announcement or declaration given by the Council to formally recognize Community Events that are deemed to be of interest and/or benefit to a significant number of citizens in the Town of Comox.
- 3.06 Non-Profit: Any organization that is registered under the British Columbia Societies Act.
- 3.07 Town Website is the official website for the Town of Comox, located at <http://comox.ca>.

4 POLICY PRINCIPLES

- 4.01 Local Community Events celebrate diversity, civic pride and initiatives, and Town recognition of these events are important to local residents and community organizations.
- 4.02 The Town's consideration of a request for Community Event recognition is to fulfill a request rather than endorse the content of the recognition.

5 SCOPE

- 5.01 This policy applies to all requests for Community Event recognition and the use of Town infrastructure necessary to fulfill requests outlined in subsections (a) to (c) of section 2.01.
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6 POLICY

- 6.01 Community Event recognition requests shall be approved by Council.
- 6.02 Requests shall be considered on a first-come, first-served basis.
- 6.03 Requests shall meet the following criteria:
- (a) Be submitted by a representative of a community or Non-Profit group based in the Comox Valley.
 - (b) Be requested only in respect of activities that support a significant number of residents of the Comox Valley or related events taking place in the Town. This includes:
 - i. Civic promotions,
 - ii. Public awareness campaigns,
 - iii. Charitable fundraising campaigns,
 - iv. Arts and culture celebrations, and
 - v. Special honours for individuals or organizations for special achievement.
 - (c) Must demonstrate respect and tolerance for all Town residents and should foster a sense of community.
- 6.04 Requests will not be approved for:
- (a) Matters of ideological or religious beliefs that may be subject to opposing points of view, or individual conviction;
 - (b) Events or organizations with no direct relationship to the Comox Valley;
 - (c) Campaigns or events contrary to Town policies or bylaws; or
 - (d) Campaigns intended for profit-making purposes;
- 6.05 Items such as decals, signs, banners, brochures, or similar items that accompany a request will not be displayed at Town facilities unless, at the sole discretion of the Chief Administrative Officer, it is determined that they provide information of significant value to residents of the Town.
- 6.06 An organization does not have exclusive rights to any day, week or month related to their Community Event.

7 PROCEDURES

- 7.01 Application for recognition of a Community Event shall be made in writing to the Corporate Services Department using the prescribed form of application and shall be submitted at least four (4) weeks prior to the date of recognition.
- 7.02 The Corporate Services Department shall review all applications to determine consistency with this Policy, and requests consistent with this policy, shall be provided to Council for consideration.
- 7.03 Notices of Council's decision, including Certificates of Proclamation (if applicable) shall be communicated to all applicants, posted on the Town Website and shared to the Town's social media channels.
- 7.04 A record shall be maintained of all Community Event requests received that shall include when the request was received, whether the request was granted or denied, and the proclamation period (day, week, month), dates the Community Flag was flown or date that Town Hall was lit up.
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7.05 Issuance of Proclamations:

- (a) Proclamation requests are for a single event only; recurring events shall not be approved.
- (b) Proclamations will not be read aloud at Council Meetings.

7.06 Flying of Flags on the Community Flagpole:

- (a) The Community Flagpole at the Town Hall shall be used for Courtesy Flag Raisings.
- (b) The Town will endeavour to fly Community Flags as scheduled; however, civic uses and emergencies take precedence.
- (c) Community Flags shall be hung for a maximum of seven (7) days.

7.07 Light up of Town Hall:

- (a) Available lighting colours are:

Blue	Orange	Blue/Cyan	Orange/Red	Cyan
Red/Magenta	Cyan/Green	Magenta	Green	Magenta/Blue
Green/Yellow	Yellow	Orange	Yellow/Orange	Pink
Rainbow				

- (b) The Town may suspend the display of requested colours in the event of an exceptional circumstance or recognition of a significant event. The requested colour display may be rescheduled in consultation between the Town and the requesting party.
- (c) Lights come on automatically at dusk when it is sufficiently dark and automatically turn off the next morning at dawn.
- (d) Light up of Town Hall shall be for a maximum of seven (7) days.

8 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Community Event Recognition Request Form

Amendment Date	Section Amended or Description of Amendment	Resolution Number
Dec 16, 2020	Policy adopted (Proclamation Policy)	2020.427
May 18, 2022	Policy broadened to include additional types of requests for community event recognition (flag-raisings and building light-ups)	2022.195