



Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item: Discussion and Consideration of Town Proclamation Policy
Date: 06/17/2025

Purpose:

The purpose of this agenda item is to discuss and consider the adoption of a formal **Proclamation Policy** for the Town of New Castle.

For many years, the Town Council has issued proclamations recognizing various events, individuals, organizations, and causes. Proclamations have been made at the direction of the Town Council as well as in response to requests from residents and outside organizations.

During a recent Town Council meeting, members expressed interest in establishing a more consistent and transparent process for how proclamations are requested, reviewed, and approved. In response to this direction, staff has researched common practices in other municipalities and developed a **draft Proclamation Policy** for the Council's review.

The intent of the proposed policy is to:

- Clarify who may submit proclamation requests.
- Outline appropriate reasons for issuing proclamations.
- Identify types of proclamations that will not be considered (e.g., political, religious, or controversial).
- Establish a clear and fair review and approval process.

The council is asked to review the draft policy and provide comments or suggested changes. Should the Council determine whether the policy—with any recommended revisions—is suitable, staff will return with a final version and an accompanying resolution for formal adoption at a future meeting.

Attachments:

- Draft Proclamation Policy