



Town of New Castle
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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agneda Item: Consider 2026 Identified Proclamations
Date: 1/20/26

Purpose:

The purpose of this agenda item is to review and consider previously identified Proclamations that may be presented to Town Council in 2026. As Council may recall, during the summer of 2025, Town Council considered and adopted a Town Proclamation Policy that establishes guidelines governing when and how Proclamations may come before Council.

Pursuant to the adopted policy, Town Council is responsible for reviewing proposed Proclamations prior to their placement on a Council agenda for formal recognition. In an effort to proactively plan for annually recurring Proclamations, as well as newly identified Proclamations for 2026, this agenda item provides Town Council with the opportunity to review the following list of potential Proclamations and provide direction on whether and how they wish to proceed with each item.

Potential 2026 Proclamations:

- Arbor Day (April)
- Parkinson's Awareness Month (April)
- Historic Preservation Month (May)
- Clerk's Week (May)
- Coal Ridge Sports Teams
- Coal Ridge Cheer Team
- 250th Anniversary of the United States of America
- 150th Anniversary of the State of Colorado

TOWN OF NEW CASTLE, COLORADO PROCLAMTION POLICY

Purpose

This policy outlines the criteria and process for the consideration and issuance of official proclamations by the Town Council. Proclamations are ceremonial recognitions of events, individuals, or issues that have community-wide significance.

Who May Submit a Proclamation Request

Proclamation requests may be submitted by:

- Community organizations or civic groups
- The Mayor
- Members of the Town Council
- Individual community members
- Regional, state, or national organizations with a connection to the local community

Acceptable Reasons for a Proclamation

Proclamations may be considered if they:

- Recognize a local event or activity
- Honor a person, group, or organization that has had a meaningful impact on the Town
- Bring attention to an issue or opportunity of interest or benefit to the overall community
- Declare a local policy stance on a non-political and non-controversial topic

Acknowledge regional, statewide, or nationally recognized events or activities that have local relevance

Proclamation Request Submission Requirements

All proclamation requests must include the following:

- Contact name
- Mailing address
- Phone number
- Email address
- Proclamation title
- Name of individual who will present or receive the proclamation
- All relevant background information, important points, and significance of the proclamation

Review and Approval Process

1. Submission and Review

Requests must be formally submitted to the Town Clerk. The Town Clerk will present all proposals to the Town Council at the next available Town Council meeting. Council members may provide feedback or raise concerns during the Council comment period.

2. Determining Consensus

If there is a clear consensus from the Council, the proclamation will be placed on the agenda for formal recognition at the next regular Council meeting. If no consensus is reached, the proclamation will not move forward.

Proclamation Timeline

- Proclamation requests must be submitted at least one (1) month prior to the proposed proclamation date.

Every effort will be made to ensure proclamations are issued just before or at the beginning of the time period being recognized.

Additional Notes

- All proclamations are ceremonial in nature and do not carry the force of law.

The Town Council reserves the right to decline any proclamation request for any reason, consistent with this policy.