



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Honour of Freedom of the City	NO. ADMIN - 20
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POLICY:

1. Council, in an *In Camera* meeting, unanimously decides on the choice of an individual to honour with the privilege of Freeman of the City.
2. Once Council has agreed unanimously to the selection of an individual, it would then be necessary to prepare a suitable resolution setting out the individual's qualities and accomplishments, therefore supporting the bestowal of this honour. This resolution may be presented to an **Open Meeting** of Council, where it will again require a unanimous vote of all members. This resolution should also state the date and time for the holding of a **Special Meeting** of Council to confer this honour.
3. Once the above-noted is completed it would then be up to Council to decide what level of ceremony it wishes to undertake, such as:
 - (a) special location for the meeting;
 - (b) guest list of Special Dignitaries to invite;
 - (c) preparation of the resolution on a parchment scroll - to be done by a calligrapher (like the scroll in the Council Chambers for Cdr. Wurtele);
 - (d) preparation of a silver casket for the holding of the parchment scroll;
 - (e) arrangements for refreshments, etc. for a reception after the special meeting of Council.
4. The costs incurred for honouring an individual as Freeman of the City stem from the preparation of an appropriate scroll, a silver casket for the presentation of the scroll and refreshments. (The scroll and the casket would be the mementos that the recipient would keep.)

EFFECTIVE DATE: October 13, 2002	APPROVED BY: Council	REFERENCE: 92-3896	AMENDS: 	PAGE 1 OF 1
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