



POLICY

Policy No.11 – 235 – 26/10/05

Department: Legislative

Proclamation Policy

SCOPE:

This policy applies to all proclamation requests received by the Town of Nanton. Proclamations are issued by Council to recognize public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to the Town. A proclamation may recognize a particular day, week or month.

PURPOSE:

The purpose of this policy is to establish a consistent process for receiving, reviewing and issuing proclamation requests that recognize and commemorate individuals, events or organizations of significance to the Town of Nanton.

DEFINITIONS:

Proclamation means an official statement issued by the Town of Nanton to recognize a particular day, week, month, event, cause, individual or organization of significance to the community.

Proclamation Request means a request submitted to the Town asking Council to issue a proclamation.

Applicant means the individual, organization or group submitting a proclamation request.

Council means the municipal Council of the Town of Nanton.

Chief Administrative Officer (CAO) means the person appointed by Council as the Chief Administrative Officer, or their designate.

1. POLICY STATEMENT

1.1 Proclamations that demonstrate an interest in, or relationship with, the Town and that demonstrate respect for the residents of the Town, including, but not limited to the following, may be issued:

- i. Civic promotions;
- ii. Public awareness campaigns;
- iii. Charitable fundraising campaigns;
- iv. Arts and cultural celebrations; and
- v. Special honours for individuals or organizations for significant achievements.

Jim K

1.2 Proclamations will not be issued for:

- i. Matters of political controversy;
- ii. Religious organizations or religious events or celebrations;
- iii. Individual conviction;
- iv. Organizations or events with no direct relationship to the Town of Nanton;
- v. Celebrations, campaigns or events contrary to Town policies or bylaws;
- vi. Celebrations, campaigns or events intended for profit-making purposes;
- vii. Requests intended to influence government policy; or
- viii. National, Independence or Republic Days.

1.3 Proclamations are issued at the discretion of the Town.

1.4 An organization does not have exclusive rights to the day, week or month of its proclamation.

1.5 When a proclamation request is received, Administration shall review the request for completeness and consistency with this Policy before presenting it to Council for consideration.

1.6 All organizations and/or persons submitting a proclamation request shall complete and submit the Proclamation Request Form prepared by Town Administration for this purpose.

1.7 Once a proclamation has been approved:

- i. Documentation will be provided to the organization and/or person whose proclamation request was approved;
- ii. Town Administration may arrange for the proclamation to be communicated through the Town's regular communication channels; and
- iii. Where appropriate, information related to the proclamation may be included on the Town's website or social media channels.

2. Roles and Responsibilities

2.1 The Chief Administrative Officer or designate will be responsible for the implementation and interpretation of this Policy and may designate responsibility for its administration to the appropriate staff member.

RELATED DOCUMENTS:

Proclamation Request Form
Council Procedural Bylaw
Communications, Correspondence and Social Media Policy



REFERENCE NUMBER: 11 – 235 – 26/10/05
REPLACES POLICY DATED: 11 – 292 -12/11/05

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:	
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MAYOR

Oct. 5/26

Date



CHIEF ADMINISTRATIVE OFFICER

Oct. 5/26

Date

REVISION HISTORY

Policy

In Effective

Inactive



REFERENCE NUMBER: 11 – 235 – 26/10/05
REPLACES POLICY DATED: 11 – 292 -12/11/05

Town of Nanton



Please complete and email
this form to:
communications@nanton.ca,
at least three weeks in
advance of the occasion, or
mail/drop off at:

Town of Nanton
1907 – 21 Avenue
Box 609
Nanton, Alberta
T0L 1R0

Ph: (403) 646-2029
Fax: (403) 646-2653

The personal information requested
here is being collected under the
authority of Alberta's Protection of
Privacy Act, Section 4(c), which
states that information may be
collected if it relates directly to and is
necessary for an operating program
or activity of the public body,
including a common or integrated
program or service. This information
is protected under the Act.

If you have any questions about the
collection, use, or disclosure of the
personal information provided,
please contact the Town of Nanton
Administrative Office, 10979 – 21
Avenue, Box 609, Nanton, Alberta
T0L 1R0 403-646-2029.

APPLICATION FOR PROCLAMATION

ORGANIZATION NAME: _____

CONTACT NAME: _____

ADDRESS: _____

TOWN/CITY: _____

PROVINCE: _____ POSTAL CODE: _____

HOME PHONE: _____ BUSINESS: _____

FAX: _____ EMAIL: _____

PROCLAMATION REQUESTED (Name or title of proclamation)

DATES OF PROCLAMATION (Please check box & insert date)

☐ Day(s) _____ ☐ Week _____

☐ Month _____

PURPOSE OF PROCLAMATION (Please check all that apply)

☐ Civic Promotions ☐ Public Awareness Campaign

☐ Charitable Fundraising Campaign ☐ Arts & Cultural Celebrations

☐ Special Honour for Individual or Organization

☐ Other (please explain) _____

DESCRIPTION OF YOUR ORGANIZATION (Please include a brief description and
any other relevant information related to your request. Additional information/documentation
may be attached to this application):

Has the same or a similar proclamation been requested of the Town of
Nanton Council in past years?

☐ Yes (insert date of previous request) _____

☐ No (new request)

**You must provide the draft wording for your proclamation in order to
receive an official signed proclamation from the Mayor.**

SIGNATURE: _____

DATE: _____