

TOWN OF NANTON

RESOLUTION # 292 - 121105

POLICY MANUAL

SECTION: LEGISLATIVE



TITLE: PROCLAMATION POLICY
DATE: November 5, 2012
POLICY:
AUTHORITY: COUNCIL
REVISIONS:

1. PURPOSE:

1.1 The Town of Nanton wishes to provide a standard process for which proclamation requests received by the Town are processed and issued by the Town to recognize and commemorate the value and importance of an individual, event or organization of significance to the Town.

2. SCOPE:

2.1 This policy applies to all proclamation requests received by the Town of Nanton. The 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.

3. POLICY STATEMENT:

3.1 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:

- o Civic promotions
- o Public awareness campaigns
- o Charitable fundraising campaigns
- o Arts and cultural celebrations
- o Special honours for individuals or organizations for special achievements

3.2 Proclamations will not be issued for:

- o Matters of political controversy
- o Religious organizations or religious events or celebrations
- o Individual conviction
- o Organizations or events with no direct relationship to the Town of Nanton
- o Celebrations, campaigns or events contrary to Town Policies or Bylaws
- o Celebrations, campaigns or events intended for profit making purposes
- o Attempting to influence government policy
- o National, Independence or republic Days

3.3 Proclamations are issued at the discretion of the Town.

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

- 3.5 When a proclamation request is received, it will first be reviewed by the Chief Administrative Officer (CAO) against the approved eligibility criteria and if eligible, the request will be presented to the Chief Elected Official (Mayor) for approval and signing. In the absence of the Mayor, the approval and signing will be delegated to the Deputy Mayor. If a proclamation request is denied by the CAO as part of the eligibility review, the CAO shall advise the Mayor.
- 3.6 All organizations and/or persons submitting a request for proclamation, shall complete and submit an application, as prepared by Town Administration for this specific purpose, or, in the case of an organization, a request submitted on official letterhead from the organization will be accepted in lieu of the application.
- 3.7 Once a proclamation has been approved, the following communication will be carried out:
 - o Documentation will be sent from the Mayor to the organization/and or persons whose proclamation request is approved.
 - o Town Administration will arrange to include the proclamation on the Town's regular News Bulletin in the local newspaper.
 - o Town Administration will arrange to include notice on the Town's website on the appropriate page with a link provided to the organization's website that is related to the proclamation, where provided.

4. ROLES AND RESPONSIBILITIES:

- 4.1 The Chief Administrative Officer will be responsible for the implementation and interpretation of this Policy. The CAO may designate this responsibility to the appropriate staff member for implementation.

ADDITIONAL REFERENCES: None.

CHIEF ELECTED OFFICIAL

Date

CHIEF ADMINISTRATIVE OFFICER

Date