

	COUNCIL POLICY	Policy No: CP-1039-22
		Approved By: Council
		Effective Date: Month, DD, YYYY Resolution No.: Last Reviewed Date: Month, DD, YYYY
		Division: Corporate Services - City Clerk's Office

PROCLAMATION POLICY

POLICY STATEMENT

Council recognizes the importance of highlighting charitable causes or events, arts and cultural celebrations, and public awareness campaigns which enhance community awareness and spirit and positively impact the City of Spruce Grove and its residents. Proclamations will be based on a framework that ensures they are issued in a consistent and transparent manner.

1. PURPOSE

- 1.1 To establish the process and criteria for the issuance of Proclamations.

2. DEFINITIONS

- 2.1 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.2 "Council" means the Council of the City elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.
- 2.3 "Councillor" means a member of Council, including the Mayor.
- 2.4 "Mayor" means the chief elected official for the City.
- 2.5 "Proclamation" means a formal or official announcement or statement recognizing the importance of a charitable cause or event, an arts or cultural celebration, or a public awareness campaign typically on a specific day, week, or month. Proclamations may be issued during a Council or Committee of the Whole meeting and/or posted to the City's website.

	COUNCIL POLICY	Policy No: CP-1039-22
		Approved By: Council
		Effective Date: Month, DD, YYYY Resolution No.: Last Reviewed Date: Month, DD, YYYY
		Division: Corporate Services - City Clerk's Office

2.6 “Standing Proclamation” means an annual Proclamation prescribed by this policy.

3. RESPONSIBILITIES

3.1 The Mayor may issue Proclamations based on the criteria outlined in this policy.

3.2 The City Clerk’s Office must review all Proclamation requests and make a recommendation to the Mayor as to whether the request meets the criteria as outlined in this policy.

4. PROCLAMATION APPROACHES

4.1 Standing Proclamations

(a) The following Standing Proclamations may be issued on an annual basis:

- (i) Black History Month (February)
- (ii) Anti-Bullying (Pink Shirt) Day (Last Wednesday in February)
- (iii) International Women’s Day (March 8)
- (iv) International Day for the Elimination of Racial Discrimination (March 21)
- (v) National Volunteer Week (April)
- (vi) Canadian Mental Health Week (May)
- (vii) Missing and Murdered Indigenous Women, Girls and Two Spirit People Day of Awareness (Red Dress Day) (May 5)

	COUNCIL POLICY	Policy No: CP-1039-22
		Approved By: Council
		Effective Date: Month, DD, YYYY Resolution No.: Last Reviewed Date: Month, DD, YYYY
		Division: Corporate Services - City Clerk's Office

- (viii) National Indigenous History Month (June)
- (ix) Pride Month (June)
- (x) Senior's Week (June)
- (xi) World Elder Abuse Awareness Day (June 15)
- (xii) National Indigenous People's Day (June 21)
- (xiii) World Suicide Prevention Day (September 10)
- (xiv) National Day of Truth and Reconciliation (September 30)

4.2 Charitable or Not-for-Profit Organization Requests for Proclamations

- (a) Requests must be submitted to the City Clerk's Office at least three (3) weeks prior to the Council or Committee of the Whole meeting date the Proclamation is requested to be made at.
- (b) A request for Proclamation is subject to the Proclamation Criteria as indicated in section 5.
- (c) The requesting organization must provide the wording of the Proclamation.
 - (i) If the Proclamation wording is not provided, the Proclamation request will not be considered.
 - (ii) The City reserves the right to edit and revise the wording of the Proclamation at its discretion.
- (d) Once issued, the Proclamation will be posted to the City website, however the requesting organization is responsible for:
 - (i) Any other advertising of the Proclamation and associated costs; and

	COUNCIL POLICY	Policy No: CP-1039-22
		Approved By: Council
		Effective Date: Month, DD, YYYY Resolution No.: Last Reviewed Date: Month, DD, YYYY
		Division: Corporate Services - City Clerk's Office

(ii) Organizing related activities and associated costs.

(e) Charitable or Not-for-Profit Organizations will be limited to one Proclamation annually.

4.3 **Councillor Requests for Proclamations**

(a) Councillors may request a Proclamation by discussing the request with the Mayor. The decision as to whether a Proclamation will be issued is at the discretion of the Mayor.

(b) The Proclamation request and decision of the Mayor must be communicated to the City Clerk's Office one (1) week prior to the Council or Committee of the Whole meeting date the Proclamation is requested to be made at.

(c) The requesting Councillor must draft their own statement for the Proclamation.

(d) The requesting Councillor may issue the Proclamation during a Council or Committee of the Whole meeting.

4.4 **General Standards**

(a) Based on the size and complexity of a Council or Committee of the Whole meeting agenda, it is at the discretion of the Mayor, in consultation with the City Manager as to whether a Proclamation will be issued at a Council or Committee of the Whole meeting or only posted to the City's website.

(b) Based on available resources and budget, Administration may coordinate events or activities to acknowledge or promote Standing Proclamations or Proclamations based on approved Councillor requests.

	COUNCIL POLICY	Policy No: CP-1039-22
		Approved By: Council
		Effective Date: Month, DD, YYYY Resolution No.: Last Reviewed Date: Month, DD, YYYY
		Division: Corporate Services - City Clerk's Office

5. PROCLAMATION CRITERIA

5.1 Proclamations may promote a:

- (a) public awareness campaign;
- (b) charitable fundraising campaign;
- (c) arts and culture celebration; or
- (d) special honour for an organization or an individual.

5.2 If the Proclamation is based on the request of an organization, that organization must have a community presence.

5.3 A request for Proclamation will not be considered if it:

- (a) is political, personal conviction or religious in nature;
- (b) has commercial or profit-making purposes;
- (c) involves hatred, violence, discrimination or racism;
- (d) is inflammatory, obscene or supports contentiousness or divisiveness in the community;
- (e) is contrary to the City's bylaws or policies; or
- (f) is not related to the community and does not benefit ~~or represent the interests of the majority of~~ residents.

RELATED DOCUMENTS

Council Procedure Bylaw

	COUNCIL POLICY	Policy No: CP-1039-22
		Approved By: Council
		Effective Date: Month, DD, YYYY Resolution No.: Last Reviewed Date: Month, DD, YYYY
		Division: Corporate Services - City Clerk's Office

Flag Protocol Policy

<p>APPROVAL</p> <p>Mayor: _____ Date: _____</p>
