

COUNCIL POLICY

Proclamations Policy

Policy #: A-32-2023

Section: Administrative

Rescind Policy #: NA

Legislative Reference: MGA

1. PURPOSE

1.1 To serve as a guide for the issuance of proclamations.

2. DEFINITIONS

2.1 In this Policy:

a) "CAO" shall mean the Chief Administrative Officer of the Town of Smoky Lake;

b) "Council" shall mean the Chief Elected Officials of the Town of Smoky Lake;

c) "Proclamation" shall mean a formal or official announcement, especially one dealing with a matter of great importance;

d) "Town" shall mean the Municipal Corporation of the Town of Smoky Lake;

3. POLICY STATEMENT

3.1 A Proclamation is a formal pronouncement, issued at the discretion of the Town, of a message of importance and interest to a significant number of the people of the Town.

4. GUIDELINES

4.1 Proclamations are issued for a variety of reasons, such as increasing public awareness of a particular cause, promoting major sporting events, supporting cultural entertainment programs, promoting the health and well-being of the community, or promoting Town initiatives of significance to Town residents.

4.2 Proclamations are intended to help meet the objectives or causes and activities which interest the community as a whole. Recognition of individuals, similar-subject proclamations and not-for-profit events sponsored by for-profit organizations and commercial or business enterprises are sometimes considered, however, subjects of a commercial or partisan nature do not qualify.

4.4. In cases where requests for proclamations duplicate the same cause, groups will be urged to work together. Failing a satisfactory agreement between groups, a proclamation will be provided to the group with the broadest message.

4.5 At the discretion of Council, consideration will be given to offering letters of recognition, messages or certificates to groups which do not receive a proclamation but are worthy of recognition.

4.6 The Town shall not incur any expenses relating to the advertising or promotion of proclamations unless the proclamation is initiated by the Town and direction is given by Council to advertise the proclamation on paid media.

4.7 When the proclamation is requested by an organization, the organization requesting the proclamation is responsible for:

- a) the composing and printing of the proclamation;
- b) making arrangements with local news media to advertise the proclamation;
- c) the costs of having the proclamation advertised; and
- d) organizing related activities and all associated costs.

4.8 Administration shall bring forward a list of proclamations to the last Council meeting in October for the following year for Council’s approval.

4.9 The Town shall publish a list of proclamations on the Town website and post the signed proclamation on social media.

	DATE	RESOLUTION NUMBER
Approved	September 25, 2023	540-2023

Original Signed _____
Amy Cherniwchan
Mayor

Original Signed _____
Dawn Phillips
Chief Administrative Officer