
Responsible Department:	Legislative Services
Council Approval Date:	April 19, 2023
Council Resolution Number:	23.04.19.26
Statute(s) and Bylaw(s):	n/a

1. POLICY STATEMENT

To set out a process for Council to authorize the issuance of Proclamations.

2. Purpose

- 2.1. To ensure that Council considers all requested Proclamations received in time to be placed on a Council Agenda before the stated Proclamation date.
- 2.2. Council will not make any Proclamation in perpetuity.

3. Definitions

- 3.1. **Proclamation** means a public or official announcement.

4. General Guidelines

- 4.1. Requests for Proclamation received in time to be placed on a Council Agenda before the date of Proclamation will be placed on an agenda, with a Request for Decision and any other supporting documentation.
 - a. All information relating to any Proclamation is subject to publication in the Council Agenda package.
 - b. Requests for Proclamation received too late to be placed on a Council Agenda before the stated date of Proclamation will be returned to the requesting party, with a brief explanation.
- 4.2. Council will decide, by resolution, if they wish to issue the requested Proclamation.
- 4.3. The Mayor, or in their absence, the Presiding Officer, shall sign Proclamations requiring a signature. A copy (signed) will be returned to the requesting party if desired.
- 4.4. Administration will post issued Proclamations on the Town's website and other social media or print media venues as deemed appropriate to the occasion by Administration.



MAYOR



CHIEF ADMINISTRATIVE OFFICER