
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