

Proclamations

Date Approved by Council: May 26, 2020

Resolution No.: 250/20

Mayor: Original Signed – Alanna Hnatiw

County Commissioner: Original Signed – Reegan McCullough

1. Purpose

This policy prescribes how Proclamation requests received by Sturgeon County will be processed and issued in recognition of causes, events, organizations, or community groups of significance within the County.

2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
<i>Year/Month/Date</i>	<i>1.0</i>	<i>New Document</i>

3. Persons/Areas Affected

County Council
County Administration
Public Stakeholders

4. Definitions

The following definitions and interpretations apply to this policy:

Administration means the County Commissioner or his delegates.

Council means the Council of Sturgeon County.

County means the Municipality of Sturgeon County.

County Commissioner means the Chief Administrative Officer of Sturgeon County.

Mayor means the Chief Elected Official of Sturgeon County.

Proclamation means a formal pronouncement that officially recognizes the importance of a cause, event, campaign, or organization of significance, interest or benefit to the citizens of Sturgeon County for a particular day, week or month.

5. Policy Statement

- 5.1. Proclamations provide Sturgeon County with an opportunity to recognize initiatives of charitable and non-profit organizations for a variety of reasons, such as increasing public awareness of those initiatives, promoting the health and well-being of the community, promoting major sporting events, supporting cultural entertainment programs, or promoting County initiatives of significance to County residents.
- 5.2. Proclamations must demonstrate the interest of the County as a whole.
- 5.3. Proclamations shall not be approved if they:
 - Are mainly of a private or personal nature;
 - Are religiously or politically motivated;
 - Could be construed as divisive or controversial;
 - Commit the County financially to an expense that has not been previously approved; or
 - Do not demonstrate the interest of the County as a whole.
- 5.4. The Mayor is authorized to issue Proclamations in accordance with this policy.
- 5.5. Where an interest to the County as a whole is not clearly demonstrated or where clarity on the interpretation of this policy is sought, the Mayor may direct a request for Proclamation to Council for consideration.
- 5.6. The County shall not incur any expenses relating to the advertising or promotion of Proclamations unless the Proclamation is initiated by the County.
- 5.7. Approved Proclamations shall be circulated to Council by email within 24 hours of the Proclamation being issued.
- 5.8. To raise awareness of approved Proclamations, the County may engage in promotion of Proclamations where there is not a financial impact, such as reading Proclamations during Council meetings, having photographs taken with community groups, or promoting a cause, activity, or event through the County's website or social media.

6. Responsibilities

The public shall:

- Submit Proclamation requests at least 10 days prior to the date the Proclamation is required, with as much notice as possible to allow for the processing of the Proclamation.

- Provide background information about the organization, cause or event being proclaimed and provide a template Proclamation for consideration when possible.
- Disseminate the Proclamation to the media at their own cost.

The Mayor shall:

- Make decisions on the issuance of Proclamations in accordance with this policy.
- Refer Proclamation requests to Council where an interest to the County as a whole is not clearly demonstrated or where clarity is sought on interpretation of this policy.

Council shall:

- Make decisions on the issuance of Proclamations referred by the Mayor in accordance with this policy.

Administration shall:

- Provide Proclamation requests to the Mayor in a timely manner.
- Provide signed Proclamations to requestors in a timely manner.
- Circulate approved Proclamations by email to members of Council within 24 hours.
- Advise unsuccessful requestors of the Mayor or Council's decision.
- Seek opportunities to advertise and promote approved Proclamations without incurring an expense.