

## Proclamations Policy

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### Policy Statement

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

### Purpose

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The purpose of this policy is to serve as a guide for proclamations.

### Definitions

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Proclamation – means a formal or official announcement, especially one dealing with a matter of great importance.

Mayor – means the Chief Elected Official for Strathcona County.

### Guideline

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1. Proclamations are issued to charitable and non-profit organizations 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 County initiatives of significance to County residents.
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.
3. Where an interest to the community as a whole is not clearly demonstrated or where a new issue is presented, the Mayor may direct a request for a Proclamation to Council for approval.
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.
5. At the discretion of the Mayor, 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.

6. Strathcona County does not incur any expenses relating to the advertising or promotion of Proclamations unless the Proclamation is initiated by the County.
7. Where the Proclamation is deemed appropriate and meets all guidelines, the Mayor will sign the Proclamation, but 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.

## **Policy Record**

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**Administrative Review:** Legislative and Legal Services