



Proclamation Policy

Authority: Council

Effective Date: November 25, 2019

Date Approved by Council: November 25, 2019

Resolution No.: 285/11/19/SP

Future Review Date: 2023

Last Review/Revision: 2000

Responsibility: Council

References: N/A

Replaces: Canvassing and Proclamations Policy – 263/04/00/SP

1.0 Purpose: To provide a standard for the application process and issuance of Proclamations.

2.0 Scope: This policy applies to all requests for Proclamations received by the Town of Stony Plain.

3.0 Definitions:

Proclamation: an official public announcement or declaration issued by the Town of Stony Plain intended to increase public awareness of an important issue, specific matter, or specific event. A Proclamation may recognize a day, week or month.

4.0 Statement: Council recognizes the importance of public awareness campaigns, charitable events, arts and culture celebrations and organizations' special honours. Council also recognizes the value of Proclamations as a way to promote, educate, inform and bring public awareness in these areas. Proclamations declared by the Town of Stony Plain are based on a framework that ensures all requests are dealt with consistently.

5.0 Standards:

- 5.1 Proclamation requests must be submitted to the Town of Stony Plain using the online Proclamation Request Form (See Appendix A).
- 5.2 Proclamation requests must contain a sample of the Proclamation.
- 5.3 The Town of Stony Plain may edit and revise the wording of the Proclamation at its discretion.
- 5.4 Proclamations must be requested by a registered charitable or non-profit society and meet at least one of the following criteria:
 - 5.4.1 public awareness campaign;
 - 5.4.2 charitable fundraising campaign;
 - 5.4.3 arts and culture celebration;

- 5.4.4 Special honours for an organization
- 5.5 A Proclamations shall be posted on the Town of Stony Plain website for the calendar year in which it is proclaimed.
- 5.6 The Town of Stony Plain shall not provide media coverage for Proclamations.
- 5.7 Proclamations shall not be put onto a council meeting agenda and shall not be read out at a council meeting.
- 5.8 A request for Proclamation shall not be considered if it:
 - 5.8.1 is determined to be of political controversy, religious beliefs or individual conviction;
 - 5.8.2 is determined to be intended for commercial or profit-making purposes;
 - 5.8.3 advocates discrimination, hatred, violence or racism;
 - 5.8.4 is contrary to the Town of Stony Plain's policies or bylaws.

Roles & Responsibilities

- 5.9 Mayor
 - 5.9.1 To review all Proclamation requests and refer to Council any request for a Proclamation which may, in the Mayor's opinion, be considered controversial.

6.0 Policy Review: This Council policy shall be reviewed by Administration within four years of being implemented, with any changes being submitted to Council for approval.

Table of Appendices

Appendices do not form part of this policy and are attached for reference purposes only.

Appendix A Proclamation Request Form



Proclamation Request Form

Please complete this request form for the publication of a proclamation. Proclamation requests must be received in the Mayor's Office at least 3 weeks prior to the start date of the proclamation.

Organization Name: _____

Organization Website: _____

Type of organization charitable non-profit other (please specify): _____

Organization Address: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Proclamation Title: _____

Proclamation Type: Day Week Month

Proclamation Category: _____

Date of Proclamation: Start Date: _____ End Date: _____

Does your organization require a copy of the official proclamation? Yes No

If yes, please specified preferred format: Pdf Jpeg Printed hard copy

Mailing Address to send printed proclamation: _____

If left blank, proclamation will be mailed to address above.

Please attach a draft copy of the proposed full Proclamation. If no draft is provided, the proclamation will not be considered. Allowed extensions: DOC, PDF

Any additional information you wish to provide: _____

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the *Act*. It will be used for the purpose of issuing Proclamations for the Town of Stony Plain. Direct any questions about this collection to: FOIP Coordinator at the Town of Stony Plain 780-963-2151.