



Proclamation Policy

POLICY NUMBER: 222-AD-22

Approval Date:

Revise Date:

Motion Number:

Repeal Date:

Supersedes: New

Review Date:

1.0 Policy Intent

There are numerous public requests made for Proclamations to be issued by the City of Cold Lake. The City recognizes that there is value in establishing general criteria to ensure consistent issuance of Proclamations, where appropriate, to raise awareness about local efforts and commemorate specific time periods. The intent of this policy is to ensure that the issuance of Proclamations are transparent and administered equally.

2.0 Purpose

The purpose of this policy is to establish criteria and a process for the issuance of Proclamations by the Mayor of the City of Cold Lake, on behalf of the City and City Council.

3.0 Policy Statement

The City of Cold Lake shall establish criteria and process for the issuance of Proclamations issued by the City of Cold Lake.

4.0 Managerial Guidelines

Definition:

- 4.1. Proclamation means a ceremonial document to commemorate a specific time period for the purpose of raising awareness about local efforts.

Criteria to Issue a Proclamation:

- 4.2. The Mayor of the City of Cold Lake has the discretion to issue a Proclamation on behalf of the City and City Council.
- 4.3. Requests for Proclamations must:
- 4.3.1 Meet at least one of the following criteria:
 - 4.3.1.1 The sponsoring agency is a charitable or not-for-profit organization;
 - 4.3.1.2 The cause is one of benefit and/or interest to the majority of the citizens of the City of Cold Lake;

4.3.1.3 The cause is an initiative of the City of Cold Lake.

4.3.2 Provide background information about the cause or event being proclaimed.

4.4. Requests for Proclamations will be denied if, in the opinion of the Mayor:

4.4.1 Interest to the City of Cold Lake as a whole is not clearly demonstrated;

4.4.2 The request is commercial or political in nature;

4.4.3 The request involves any person or organization that promotes hatred of any person or class of persons, or otherwise involves illegal activity;

4.4.4 The request includes inflammatory, obscene or libelous statements;

4.4.5 The request supports a cause that is contentious or divisive within the community.

Process to Request Proclamation

4.5. Members of the public that are interested in requesting a Proclamation be declared can submit a Request for Proclamation Form. The Form must be submitted to the City at least four (4) weeks prior to the date that the Proclamation is required.

4.6. The Mayor may approve and sign the Proclamation if, in his opinion, the request meets all the foregoing criteria for consideration; however, the organization requesting the Proclamation is responsible for:

4.6.1 Making arrangements with local media to advertise Proclamation;

4.6.2 The costs of having the Proclamation advertised; and

4.6.3 Organizing related activities and associated costs.

5.0 References

N/A

6.0 Persons Affected

City of Cold Lake staff

Members of the Public

7.0 Revision/Review History

Date

Chief Administrative Officer

Date

Mayor