



APPROVAL DATE: SEPTEMBER 25, 2017	POLICY NUMBER: P-11-47-A
MOTION NUMBER: 17-09-037	
SUPERSEDES: NEW	
TITLE: PROCLAMATION POLICY	

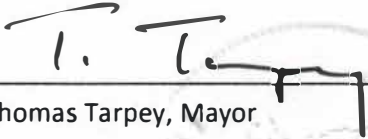
1.0 PURPOSE


- 1.1. To provide a means to encourage public awareness and provide recognition for events, achievements, and activities that are significant to Peace River. It provides an opportunity to acknowledge individuals, groups or causes who have achieved national or international distinction, or whose contributions to the community deserve recognition. This policy also identifies circumstances under which a proclamation will not be issued.
- 1.2. Proclamations are ceremonial documents signed by the Mayor containing a message of importance, interest or benefit to a significant number of citizens of Peace River.
- 1.3. The decision to issue a proclamation is based on the recognition that the Mayor represents all residents within the town. In doing so, acknowledgement is given to the commitment of individuals and organizations within the town whose efforts improve and better our community.

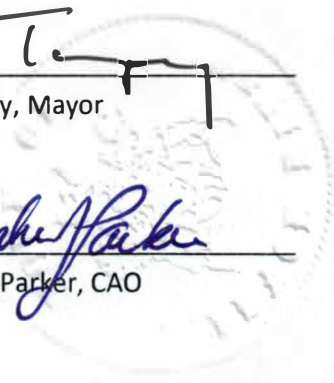
2.0 POLICY STATEMENT

- 2.1. A proclamation may be issued:
 - 2.1.1. To an individual or organization residing within the boundaries of the Town of Peace River who has achieved national or international distinction, or whose significant contribution to the community deserves recognition;
 - 2.1.2. To artistic, athletic, historical and cultural celebrations held within the boundaries of the Town of Peace River;
 - 2.1.3. To charitable and non-profit fundraising events held within the boundaries of the Town of Peace River; and
 - 2.1.4. As a special recognition/honour on the recommendation of the Mayor.

- 2.2.1. Matters that are politically or religiously motivated or represent individual conviction;
- 2.2.2. Campaigns, events or activities that are contrary to the Town of Peace River's policies, directives, or bylaws;
- 2.2.3. Individuals or organizations that espouse discrimination, hatred, violence, racism, or intolerance;
- 2.2.4. Individuals or organizations that are not directly related to the Town of Peace River;
- 2.2.5. Events or activities intended for profit-making purposes.
- 2.3. A proclamation can be issued annually, however, a new request must be submitted by the requestor each year.
- 2.4. Days listed in the Town of Peace River's Flag Lowering Policy will be automatically proclaimed, if appropriate, to coincide with the lowering of municipal flags.
- 2.5. A request for a proclamation, and the text for inclusion in the proclamation, must be received in the Office of the CAO at least two weeks in advance of the date required. The text for inclusion in the proclamation, to be provided by the requestor in English, should not exceed 130 words.
- 2.6. All proclamation text is subject to approval by the Office of the CAO, and will be reviewed to ensure its compliance with the policy. Modifications to the text may be necessary in order for the text to be approved.
- 2.7. The CAO may, in consultation with the Mayor, direct that the Proclamation be brought to Council for information.
- 2.8. A Proclamation does not require a resolution of Council, but Council may, by majority vote, pass a resolution in support.
- 2.9. Once the text has been approved, the Office of the CAO will ensure that the proclamation is promoted and publicized through the Communications Coordinator.
- 2.10. The Town will not incur any additional expenses related to the advertising or promotion of a proclamation unless a Town department initiates the proclamation.
- 2.11. An organization does not have exclusive rights to the day, week or month of their proclamation.
- 2.12. A congratulatory letter or certificate may be considered as an alternative where the proclamation criteria has not been met.


Thomas Tarpey, Mayor


Christopher J. Parker, CAO



Date Reviewed:	Signature: