



POLICY MANUAL

Legal References:	Policy department: Council
Cross References: <ul style="list-style-type: none">• Policy B18 - Flag Protocol Policy	Policy Number: B25
Adoption Date: <ul style="list-style-type: none">• May 27, 2019 CM20190527.029	Policy Title: Proclamation Policy
Revision Date: <ul style="list-style-type: none">•	Review Date: May 2022

POLICY PURPOSE:

The purpose of the Proclamation Policy is to provide a standard for which proclamation requests received by the County of Grande Prairie No.1 are processed and issued by the County in recognition of individuals, events, organizations, or community groups of significance in the County.

DEFINITIONS:

“Administration” means the general operations of the County, including all personnel, financial and other related resources, as permitted by the *Municipal Government Act*.

“Chief Administrative Officer” also known as **“CAO”** means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for the County of Grande Prairie No. 1.

“Council” means the Municipal Council of the County of Grande Prairie No.1.

“County” means the municipal corporation of the County of Grande Prairie No. 1 having jurisdiction under the *Municipal Government Act* and other applicable legislation.

“Proclamation” means an official public announcement or declaration given by Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of the County of Grande Prairie No.1.



POLICY STATEMENT AND GUIDELINES:

Policy Statements:

The County issues proclamations to recognize individuals, events, organizations, and community groups of significance to the County. A proclamation will recognize a particular day, week, or month.

The proclamation itself is issued to acknowledge the effort and commitment of an individual, organization or community group, and should not be interpreted as an endorsement by the County.

The Council of the County of Grande Prairie has authority to approve or deny requests for proclamations. The decision of Council, is final.

Proclamation Criteria:

- i. Proclamations will demonstrate an interest in or relationship to the County, including but not limited to:
 - a) Arts celebrations;
 - b) Cultural celebrations;
 - c) Charitable fundraising campaigns;
 - d) Civic promotions;
 - e) Public awareness campaigns; and,
 - f) Honoring individuals or organizations for special achievement(s).

- ii. Proclamations related to the following will not be approved, including, but not limited to:
 - a) Matters of political controversy
 - b) Religious organizations or the celebration of religious events;
 - c) Individual conviction;
 - d) Events, organizations, or community groups with no demonstrated significant interest or relationship to the County;
 - e) Celebrations, campaigns or events intended for profit making purposes;
 - f) Illegal matters, including matters contrary to corporate policies or by-laws;
 - g) Matters which defame the integrity of the County;
 - h) Discriminatory or inflammatory matters;
 - i) Matters designed to incite hatred or disorder; and,
 - j) Matters which are untruthful.

Proclamations will not be issued if the first day to be recognized has passed.



Application Procedure:

All organizations or persons submitting a request for proclamation must complete a Proclamation Request Form attached as Schedule “A” to this policy, at least **three (3) weeks** in advance of the first date of recognition. Proclamation Request Forms shall be submitted to the attention of the CAO.

The following limitations related to proclamation requests are noted for those submitting a request:

- a) An organization may only request one proclamation annually;
- b) A organization does not have exclusive rights to the day, week or month of their proclamation;
- c) Proclamations on a similar topic will be issued on a fist come, first serve basis; and
- d) Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis. (There is no requirements to submit a Proclamation Request annually for multi-year proclamations that were endorsed by Council prior to the implementation of this policy).

Review of Proclamation Requests:

Proclamation requests will be reviewed by Legislative Services against the eligibility criteria noted in this Policy. In the event that the request does not comply with this policy, the CAO will decide if the application will be included on a Council agenda for, and will advise the organization/person submitting the request accordingly. The CAO will make a recommendation to Council to approve the proclamation requests that meet all eligible criteria, on a Council agenda prior to the first date of recognition.

Communication of Proclamation:

- a) Legislative Services will advise the organization/person who submitted the Proclamation Request Form in writing of the outcome of Council’s consideration.
- b) Administration will arrange to include notice of the proclamations that has been endorsed by Council on the County’s website.
- c) The Executive Assistant will prepare Proclamation Certificates upon request.

ROLES AND RESPONSIBILITIES:

Chief Administrative Officer is responsible for the implementation and interpretation of this Policy.

ETHICS AND CODE OF CONDUCT:

If you may need to reference existing documents such as that outlined in the Human Resource Policy Manual. Contact Manager, Legislative Services for additional information.



CONFIDENTIALITY:

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

RECORDS MANAGEMENT REQUIREMENTS:

All documentation will be filed in accordance with the Records Management Policy and to comply with the Municipal Government Act (MGA), Freedom of Information & Protection of Privacy Act (FOIP) and any other applicable legislation, regulation, or act.

NON COMPLIANCE:

Consequences of non-compliance with this Policy may result in the potential for legal challenges and/or penalties to the County of Grande Prairie No. 1, its elected officials and/or staff.

The Chief Administrative Officer must approve any exceptions to the Policy.

POLICY AUTHORITY:

The Chief Administrative Officer has the authority to amend the related Schedules of Policy B25 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.

ATTACHMENTS:

Schedule "A" – Proclamation Request From



Schedule "A"
Proclamation request Form

(Please complete and submit the completed Proclamation Request Form to the CAO at legislativeservices@countygp.ab.ca, 10001-84 Avenue, Clairmont, AB T8X 5B2.)

Organization Name: _____
Contact Name: _____
Address: _____
City/Town: _____
Province: _____ **Postal Code:** _____
Hone Telephone: _____ **Business Phone:** _____
Fax Number: _____ **Email Address:** _____
Proclamation Requested (name or title of proclamation): _____

Dates of Proclamation (Please check and insert dates):
 Day(s): _____ Week: _____
 Month: _____

Purpose of proclamation (Please check all that apply):
 Civic Promotions Public awareness Campaign
 Charitable Fundraising Campaign Arts and Culture Celebration
 Special Honour of Individual or Organization Other (specify): _____

Description of the Organization (Please include a brief description and any other relevant information Related to your request. Additional information/documentation may be attached to this Request From.)

Has the same/similar proclamation been requested of the County of Grande Prairie in past years?
 Yes (Provide date of previous request): _____
 No (New Request)

As part of this proclamation, will there be any special initiatives or events planned in the County of Grande Prairie? If so, please describe: _____



Does this Proclamation require the Reeve or Council to Attend an event? _____

If yes, please provide details:

Place: _____

Date: _____ Time: _____

Is a Speech Required? Yes No

Draft wording for Proclamation (You must provide draft wording for the proclamation and attach it to the Proclamation request Form)

The personal information on this form is collected under the authority of the Municipal Government Act. The information is used for the purpose of processing the Proclamation Request Form. Questions about this collection of information can be made to the Legislative Services Department at 780-532-9842.

Signature: _____ Date: _____