



114C
Proclamations

Prepared By: Office of the CAO

Council Approval Date: January 13, 2020

Effective Date: Immediately

Council Resolution No.: 20-11

References:

POLICY STATEMENT

The Town Council values the opportunity to consider a request for a proclamation.

PURPOSE

To establish criteria to evaluate proclamation requests and to inform those seeking Council's endorsement for a specific cause.

SCOPE

This policy applies to all proclamation requests received by the Town of Olds.

RESPONSIBILITIES

The Office of the Chief Administrative Officer (CAO) is responsible for proclamation requests to be evaluated and presented to Council.

STANDARDS

1. Requests for a proclamation must be in writing and received at least seven (7) days prior to the Council Meeting at which the request will go forward. The request can be sent to the following:
Town of Olds Council
4512 – 46 Street,
Olds, AB T4H 1R5
Email: legislative@olds.ca
Fax: (403) 556-6537
2. All requests must contain draft wording of the proclamation. The Town of Olds may revise the wording as deemed appropriate.
3. At least one of the following criteria must be met:
 - a) The sponsoring agency be a charitable organization located or having a presence within the Town of Olds;
 - b) The cause be one of provincial or national significance and be brought forward and endorsed by a citizen of Olds;
 - c) The cause be of benefit to the majority of the citizens of Olds;
 - d) The cause is an initiative of the Town of Olds (the corporation).
4. Requests for proclamations with commercial or political overtones will not be considered.
5. Organizations may only request one proclamation annually.

6. Those requesting a proclamation that does not meet the criteria as established in the policy will be informed of the Town of Olds Proclamation Policy.
7. Proclamations that meet the established criteria will be processed and presented to Council for consideration.
8. Proclamations that are endorsed by Council shall be prepared for the Mayor's signature and provided to the source of the proclamation request.
9. Proclamations not endorsed by Council will be notified by administration.
10. Proclamations proclaimed by Council will be posted on the Town of Olds website. All other advertising, publicity, or media coverage is the responsibility of the organization or person requesting the proclamation.
11. Proclamations are records of the Town of Olds and as such, are subject to the Records Management Retention Schedule Bylaw.