
	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>GOV-1009</b> <b>Proclamation Policy</b> <b>May 27, 2019</b>  <b>Strategic Services</b>


**Policy Statement:**

Proclamations are seen as an excellent way of providing valuable education and information to the citizens of the Town of Vegreville. Proclamations may be issued for special events and/or activities to recognize the effort and commitment of organizations within the Town of Vegreville who enhance our community. Proclamations and letters of recognition are ceremonial documents signed by the Mayor or designator.

	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>GOV-1009-1.0</b> <b>Proclamation Policy</b> <b>May 27, 2019</b>  <b>Strategic Services</b>


**1.0 Reason for Policy**

The purpose of this policy is to encourage public awareness and provide recognition for events and activities that are significant to the Town of Vegreville. This policy also provides directives that will address how to process requests for proclamations, while defining those types of events and activities that are not to be considered for proclamation.

	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>GOV-1009-2.0</b> <b>Proclamation Policy</b> <b>May 27, 2019</b>  <b>Strategic Services</b>

**2.0 Definitions**

- 2.1** **CAO** the Chief Administration Officer, refers to the Town Manager or designate.
- 2.2** **Proclamation** is an official public announcement or declaration given by the Mayor and/or Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of Vegreville.
- 2.3** **Town** means Town of Vegreville

	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>GOV-1009-3.0</b> <b>Proclamation Policy</b> <b>May 27, 2019</b>  <b>Strategic Services</b>


**3.0 Criteria**

**3.1 When a request is received:**

- 3.1.1 The Strategic Services Department will verify whether a request has been made within the past five years, and confirm whether it meets all of the identified criteria listed below for consideration by Council:
- 3.1.2 Shall be submitted by a representative of a non-profit group based in Vegreville;
- 3.1.3 Will be issued only in respect of activities that support residents of Town of Vegreville, related events taking place in Vegreville (public awareness campaign), or of provincial and/or national significance;
- 3.1.4 Must demonstrate respect and tolerance for all Vegreville residents; and
- 3.1.5 Should foster a sense of community.


**3.2 Proclamations will not be issued for:**

- 3.2.1 Matters of political controversy, ideological or religious beliefs, or individual conviction;
- 3.2.2 Events or organizations with no direct relationship to the Town of Vegreville;
- 3.2.3 Campaigns or events contrary to Town policies or bylaws;
- 3.2.4 Campaigns intended for profit-making purposes;
- 3.2.5 Attempting to influence government policy
- 3.2.6 Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis

	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>GOV-1009-4.0</b> <b>Proclamation Policy</b> <b>May 27, 2019</b>  <b>Strategic Services</b>


**4.0 Requestor Responsibilities**

- 4.1** Must submit request three (3) weeks prior to proclamation date.
- 4.2** Requestor must arrange public individuals selected to participate in the proclamation signing
- 4.3** Any arrangements for the media to be present at the proclamation signing are the responsibility of the requestor

	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>GOV-1009-5.0</b> <b>Proclamation Policy</b> <b>May 27, 2019</b>  <b>Strategic Services</b>

**5.0 Town Responsibilities**

- 5.1 Communication Coordinator will coordinate for the Mayor or Deputy Mayor to sign the proclamation.
- 5.2 Communications Coordinator will take photos of signing and forward photo and details to appropriate media channels.

	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>GOV-1009-6.0</b> <b>Proclamation Policy</b> <b>May 27, 2019</b>  <b>Strategic Services</b>

**6.0 End of Policy**




---

Mayor Tim MacPhee




---

Cliff Craig CLGM, Town Manager