

PROCLAMATIONS

POLICY NO	CP-198.26
DIVISION DEPARTMENT	Administration/Legislative Services
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish the process and criteria for the issuance of Proclamations.

2. POLICY STATEMENT

- 2.1 Council recognizes the value of supporting charitable initiatives, arts and cultural events, public awareness campaigns, and sporting activities that contribute to community engagement and have a positive impact on the Town of Blackfalds and its residents. Proclamations will be considered and issued in accordance with a clear framework to ensure a consistent, fair, and transparent approach.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer”** (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.2 **“Council”** means all Elected Officials of the Town of Blackfalds
- 3.3 **“Senior Legislative Advisor”** means the Employee assigned to the role of the Senior Legislative Advisor.
- 3.4 **“Mayor”** means the Chief Elected Official for the Town of Blackfalds.
- 3.5 **“Proclamation”** means a formal or official announcement or statement recognizing the importance of a charitable cause or event, an arts or cultural celebration, or a public awareness campaign typically on a specific day, week or month.
- 3.6 **“Standing Proclamation”** means an annual Proclamation prescribed by this policy.
- 3.7 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy is applicable to all Proclamations received by the Town of Blackfalds.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

- 5.1.1 Adopt and support this Policy by resolution.
- 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.2 Mayor to:

- 5.2.1 Issue Standing Proclamations based on the criteria outlined in this Policy.

5.3 Senior Legislative Advisor to:

- 5.3.1 Review all Proclamation requests and make a recommendation to the Mayor as to whether the request meets the criteria as outlined in this Policy.
- 5.3.2 Ensure all Standing Proclamations are included on the Consent Agenda after signature by the Mayor.
- 5.3.3 Prepare a report for Council on eligible Proclamation requests to be considered at a Regular Meeting of Council.

5.4 Chief Administrative Officer to:

- 5.4.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.4.2 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1. The following Standing Proclamations may be issued on an annual basis.

- 6.1.1 National Volunteer Week
- 6.1.2 National Youth Week
- 6.1.3 National Public Works Week
- 6.1.4 Seniors Week
- 6.1.5 Alberta Development Officer's Week

6.2. Charitable or Not-For-Profit Organization Requests for Proclamations must be submitted to the Senior Legislative Advisor at least three weeks prior to the Council Meeting date on which the Proclamation is requested to be made.

6.3. A request for Proclamation is subject to the Proclamation criteria as indicated in sections 6.7 and 6.8

- 6.4. The requesting organization must provide the wording of the Proclamation for it to be considered.
- 6.5. The Town reserves the right to edit and revise the wording of the Proclamation at its discretion.
- 6.6. Once issued, the Proclamation will be posted to the Town's website, however, the requesting organization is responsible for:
 - 6.6.1 any other advertising of the Proclamation and associated costs; and
 - 6.6.2 organizing related activities and associated costs.
- 6.7. Proclamation Criteria will be based on the following:
 - 6.7.1 public awareness campaign;
 - 6.7.2 charitable fundraising campaign;
 - 6.7.3 arts and culture celebration; or
 - 6.7.4 special honour for an organization or an individual.
- 6.8 If the Proclamation is based on the request of an organization, that organization must have a community presence.

7. EXCLUSIONS

- 7.1. A request for Proclamation will not be considered if:
 - 7.1.1 is political, personal conviction, or religious in nature;
 - 7.1.2 has commercial or profit-making purposes;
 - 7.1.3 involves hatred, violence, discrimination, or racism;
 - 7.1.4 is inflammatory, obscene, or supports contentiousness or divisiveness in the community;
 - 7.1.5 is contrary to the Town's bylaws or policies; or
 - 7.1.6 is not related to the community and does not benefit residents.

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. Governance – Framework

10. END OF POLICY

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date**POLICY RECORD HISTORY**

	Resolution No:	Date
Policy Adopted	310/26	September 8, 2026
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description