



TOWN OF SLAVE LAKE

Council Policy

Department:	Council	Policy No:	CO.LEG-23.1005
Policy Title:	Proclamations	Issue Date:	11-14-2023

1. POLICY STATEMENT

Town Council generally supports the proclaiming of special days, weeks or months to promote the efforts of non-profit organizations, associations or philanthropic individuals with the degree of promotion provided by the Town being dependent on the degree of local content, commitment and involvement in the organization/association.

2. POLICY OBJECTIVE

The objective of this policy is to:

- 2.1. Streamline the processing/approval of proclamations.
- 2.2. Clarify the level of Town promotion of proclamations.

3. DEFINITIONS

3.1. Locally Based Proclamation

Is a proclamation from a sponsoring non-profit organization or association operating or generally seen as operating within the Town of Slave Lake. It is either comprised of local citizens active year-round, or a group of local/regional individuals organizing a special event/promotion that will receive local participation.

3.2. Non-Locally Based Proclamation

One in which the sponsoring non-profit organizations or associations is not active in the community year-round and whose promotional effort is primarily a component of a larger campaign (provincial, national, etc.).

3.3. Proclamation

An official written decree or designation issued only by the Mayor designating a day, week, month or year in recognition of a particular person, cause, organization or event.

3.4. Unusual Proclamation

One that does not fit either definition above such as for-profit organizations.

4. RESPONSIBILITIES

4.1. Presentation of Proclamation to the Town

Groups wishing to have the Town proclaim and promote an effort are required to present a written request, together with proclamation wording, to the Chief Administrative Officer at least three weeks prior to the first date of the proclaimed effort.

4.2. Approval of Proclamation

Town of Slave Lake Council will receive and decide on adoption of all locally based, non-locally based, and unusual proclamation requests with the Mayor signing the proclamation after decided upon by Town Council.

4.3. Promotion of Proclamation

General

The Chief Administrative Officer is responsible for the promotion of proclamations as outlined below, and will determine the size, location and format of the proclamation.

Locally based, non-locally Based, and unusual proclamations are promoted by:

- (a) Appear on the Town Council's regular agenda.
- (b) Other promotional means approved by the communications department such as Town of Slave Lake website, Town of Slave Lake social media platforms and digital signage.

5. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Mayor		
Chief Administrative Officer		

