

PROCLAMATIONS PROCEDURE

Date Issued: April 12, 2024

Mandated by: City Manager

Cross Reference:

- Council Code of Conduct Bylaw C18-22
- Special Lighting Policy GOV-023-A

1. PURPOSE

This Procedure defines how the City receives and processes Proclamation requests, as well as the processes for issuance of all Proclamations.

2. DEFINITIONS

- 2.1 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 2.2 *Event* – means a City or third-party organized gathering that will celebrate a day, week, or month.
- 2.3 *Mayor* – means the Chief Elected Official of the City of Fort Saskatchewan, and who is also a member of Council.
- 2.4 *Proclamation* – means a formal pronouncement to recognize the importance of a charitable cause or Event, an arts or cultural celebration, or a public awareness campaign in the City of Fort Saskatchewan typically on a specific day, week, or month.
- 2.5 *Standalone* – means a Proclamation signing that is attended only by the Mayor and members of Council.

3. PROCEDURE

- 3.1 Proclamation requests may be submitted by third parties or City departments.
 - 3.1.1 Complete proclamation requests must be submitted at least three weeks prior to the date the Proclamation is requested for.
 - 3.1.2 Detailed requests for Proclamations must be submitted through the City website at: <https://forms.footsask.ca/Proclamation-Request>.

- a) Internal requests for Proclamations may be submitted directly to the Mayor or Administrative Assistant to the Mayor via email.
- 3.1.3 Proclamations may be requested as part of a larger cause or Event, or Standalone.
- 3.2 Proclamation requests are reviewed by the Administrative Assistant to the Mayor with input from the Family and Community Support Services Department.
 - 3.2.1 Proclamations may not be considered:
 - a) if they are determined to be of political controversy, religious beliefs or individual conviction;
 - b) if they are determined to be intended for commercial or profit-making purposes;
 - c) if they advocate discrimination, hatred, violence, or racism; or if they are contrary to City policies or bylaws.
- 3.3 The decision whether to make a Proclamation is at the sole discretion of the Mayor or designate.
- 3.4 The Administrative Assistant to the Mayor arranges a calendar appointment for the Proclamation signing, aligning with a cause or Event where necessary.
 - 3.4.1 The Administrative Assistant to the Mayor shall inform members of Council of the appointment date and time so they can attend the Proclamation signing.
- 3.5 Once a Proclamation is approved, the Administrative Assistant to the Mayor prepares the Proclamation for the Mayor's signature on Proclamation letterhead and provides it to the Mayor.
 - 3.5.1 Once signed, Standalone is scanned and uploaded to the City website.
 - 3.5.2 Standalone Proclamations are kept by the Administrative Assistant to the Mayor unless the Proclamation requestor has specifically requested a copy of the Proclamation.
- 3.6 Corporate Communications staff shall publicize the Proclamation and its signing.