

PROCLAMATIONS POLICY

Date Issued: September 8, 2026, RES257-26

Mandated by: City Council

Cross Reference:

- Council and Administration
Communication Protocol Policy
GOV-026-C

Next Review: January 1, 2031

Responsibility: Director, Legislative Services

1. PURPOSE

- 1.1 To establish the submission requirements and evaluation criteria for the issuance of City Proclamations.

2. POLICY

- 2.1 Proclamations are intended to recognize and celebrate significant events and causes within the community, in a manner that is consistent, transparent and reflective of the City's values and priorities.
- 2.2 Proclamations may be issued for charitable causes or Events, arts or cultural celebrations, or public awareness campaigns that are relevant to the Fort Saskatchewan community and demonstrate a clear public benefit.
- 2.3 Proclamations will be approved in a manner that promotes community building and civic unity and shall not be used for personal expression, political purposes, religious advocacy, or commercial endorsement.

3. DEFINITIONS

- 3.1 *Applicant* – means any individual or organization that submits a completed Request.
- 3.2 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 3.3 *City Manager* – means the Chief Administrative Officer for the City.
- 3.4 *Council* – means the municipal Council of the City of Fort Saskatchewan.

- 3.5 *Event* – means a City or third-party organized gathering that will celebrate a day, week, or month.
- 3.6 *Presentation* – means the ceremonial recognition of an approved Proclamation, which may include the reading of the Proclamation, acknowledgement by the Mayor and/or Council, and photo opportunities.
- 3.7 *Proclamation* – means a formal pronouncement issued by Council to provide ceremonial recognition of an approved cause, campaign, celebration, or Event, typically for a specified day, week, or month.
- 3.8 *Request* – means a completed application for a Proclamation submitted to the City in accordance with this Policy using the City's prescribed request form.

4. RESPONSIBILITIES

4.1 The Office of the Mayor:

- 4.1.1 Receive and review all Proclamation Requests for completeness prior to forwarding them to the Mayor, and provide an assessment of whether the Requests meet the criteria outlined in this Policy.
- 4.1.2 Coordinate the scheduling and issuance of approved Proclamations in accordance with this Policy.
- 4.1.3 Distribute all requests, decisions, and outcomes of Proclamations to Council on a monthly basis.

4.2 The Mayor:

- 4.2.1 Review Requests in accordance with this Policy and determine whether the Request meets the established criteria outlined in this Policy.
- 4.2.2 All Proclamation approvals will be at the discretion of the Mayor.
- 4.2.3 Approved Proclamations will be signed by the Mayor on behalf of the City and Council.

4.3 The Applicant:

- 4.3.1 Requests may be submitted by community organizations, external agencies, or City departments. Members of Council are not Applicants under this Policy but may direct interested parties to the City's Proclamation Request process.

4.3.2 Applicants must complete and submit Proclamation Requests at least four weeks in advance of the proclaimed date.

a) Requests made with less than 4-week notice will be at the discretion of the Mayor.

4.3.3 The Request must be completed in full and submitted through the City Website. Incomplete Requests may not be considered and may be returned to the Applicant for completion.

4.3.4 Applicants must provide, if requested by the Office of the Mayor, any additional information required to process the Request.

4.3.5 The Applicant must indicate on the Request form, the preferred method of recognition:

- a) Presentation at a community Event with the Mayor and Council invited to attend, subject to availability;
- b) Presentation immediately preceding a Council Meeting;
- c) Publication of the Proclamation on the City's website only, with no in-person presentation.
- d) Presentation on a particular day, subject to availability. Applicant or designate must attend to receive a Proclamation.

4.3.6 Notwithstanding section 4.3.5, the Mayor may determine an alternative method of recognition than indicated in the Request.

4.3.7 An approved Proclamation does not automatically carry forward to subsequent years. A new Request must be submitted for each calendar year in which the Proclamation is sought.

5. GUIDING PRINCIPLES

5.1 Requests may be issued for:

5.1.1 An educational or charitable cause or Event that contributes to the social, economic or cultural fabric of the City;

5.1.2 An arts or cultural celebration; or

5.1.3 A public awareness campaign.

5.2 The City reserves the right to refuse Proclamation Requests or amend the proposed text of a Proclamation. Requests may be refused if they:

5.2.1 Are related to an issue that represents a dissenting voice to City policies, current provincial or federal legislation;

- 5.2.2 Concern matters that are primarily personal, private, commercial, political, ideological, religious or other individual beliefs or convictions, or are likely to generate a polarizing reaction from the community;
- 5.2.3 Submitted by organizations that do not have presence in Canada;
- 5.2.4 Related topics linked to matters currently before Council;
- 5.2.5 Reasonably likely to cause reputational harm to the City; or
- 5.2.6 Similar or duplicates to Requests that have been previously approved and Proclaimed within the same calendar year.
- 5.3 Proclamation Requests will not be issued for:
 - 5.3.1 Campaigns or Events intended for commercial or profit-generating purposes;
 - 5.3.2 Events or organizations with minimal or no direct connection to the City;
 - 5.3.3 Campaigns or Events contrary to City policies or bylaws; or
 - 5.3.4 Matters that advocate discrimination, hatred, violence or racism.
- 5.4 An issued Proclamation does not claim exclusive rights to the day, week or month being proclaimed or acknowledged.
- 5.5 Proclamations are issued at the discretion of the Mayor and do not constitute a financial commitment or formal endorsement by the City beyond ceremonial recognition prescribed in this Policy.
 - 5.5.1 Additional City recognition or promotion associated with a Proclamation, including City Events, programming, advertising, or other initiatives, may be provided in accordance with approved City programs, budgets, and operational priorities.
- 5.6 By submitting a Request, the Applicant agrees that the decisions of the City are final.
- 5.7 Approved Proclamations will be signed by the Mayor and posted to the City Website.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Legislative Services is authorized to establish procedures for the implementation of this Policy, if necessary which are consistent with the guiding principles.

