

	City of Wetaskiwin Policy	Proclamation Policy
Policy # CO-021	Approved Res. No.: 250/22 Date: June 13, 2022	Revised: Res. No: Date:

Policy Statement

The purpose of this policy is to provide general criteria to the issuing of Proclamations.

Definitions

Proclamation: A Proclamation is a ceremonial document that should commemorate a specific time period for the purpose of raising awareness about locally relevant efforts .

Mayor: The Chief Elected Official for the City of Wetaskiwin.

Standards

The Mayor of the City of Wetaskiwin has the discretion to issue a Proclamation on behalf of the City and City Council.

Requests for Proclamations should meet at least one of the following criteria:

1. The sponsoring agency is a charitable or not-for-profit organization;
2. The cause is one of benefit and/or interest to the majority of the citizens of the City of Wetaskiwin;
3. The cause is an initiative of the City of Wetaskiwin.
4. Public awareness campaign;
5. Charitable fundraising campaign;
6. Arts and culture celebration;
7. Special Honours for an organization.

Requests must provide background information about the cause or event being proclaimed.

The City of Wetaskiwin shall not provide media coverage for Proclamations.

Proclamations shall not be put onto a council meeting agenda and shall not be read out at a council meeting.

Requests for Proclamations will be denied if, in the opinion of the Mayor:

1. Interest to the City of Wetaskiwin as a whole is not clearly demonstrated;
2. Is determined to be of political controversy, religious beliefs or individual conviction;
3. The request involves any person or organization that promotes hatred of any person or class of persons, or otherwise involves illegal activity;
4. The request includes inflammatory, obscene or libelous statements;
5. The request supports a cause that is contentious or divisive within the community.
6. Is determined to be intended for commercial or profit-making purposes;
7. Advocates discrimination, hatred, violence, or racism;
8. Is contrary to the City of Wetaskiwin's policies or bylaws.

Process

A fillable [Request for Proclamation](#) form, found on the City of Wetaskiwin website, must be completed and submitted at least four (4 weeks) prior to the date the Proclamation is required.

Proclamation requests must contain a sample of the Proclamation.

The City of Wetaskiwin may edit and review the wording of the Proclamation at its discretion.

The Mayor may approve and sign the Proclamation if, in their opinion, the request meets all the foregoing criteria for consideration; however, the organization requesting the Proclamation is responsible for:

1. Making arrangements with local media to advertise the Proclamation;
2. The costs of having the Proclamation advertised; and
3. Organizing related activities and associated costs.

Approved Proclamation will be posted on the City of Wetaskiwin's website under "City of Wetaskiwin Proclamations."