



# **TOWN OF HINTON**

## **PROCLAMATIONS POLICY**

### **Policy No. CORP. 022**

Created By:

Corporate Services

Approved By:

Council

Approved On: April 12, 2005

Revised On:

Council

Revised On: May 3, 2005

#### **1. POLICY STATEMENT**

To determine how to handle requests for all proclamations.

#### **2. GOALS**

#### **3. DEFINITIONS**

#### **4. METHODS AND PROCEDURES**

- a) Request for Proclamations must be in writing and must be received by the Legislative Coordinator at least two weeks in advance of the day, week, and month, to be proclaimed.
- b) Requests for Proclamations must be accompanied by a suggested wording of the Proclamation.
- c) The Legislative Coordinator reserves the right to:
  - a. Not issue the suggested Proclamation if it contravenes Municipal, Provincial or Federal Law, or if it contravenes Council Policy by containing inflammatory, politically sensitive, provocative or scatological references.
  - b. Amend the suggested proclamation so as to conform to Council Policy and Municipal, Provincial and Federal Law.
- d) Proclamations shall be issued in an unframed form and shall be mailed to the individual/organizations who requested it, or shall be made available for pickup from the Administration Department.

- e) Proclamations issued by the Legislative Coordinator shall be on behalf of the Town of Hinton utilizing the words therefore the Town of Hinton hereby proclaims.
- f) Proclamations shall be signed by the Mayor and shall be sealed by the seal of the Corporation of the Town of Hinton.
- g) More than one Proclamation may be issued for a given day, week or month provided that the Proclamations are for different purposes, and provided that they are requested by different individuals or organizations.

## **5. RESPONSIBILITIES**

- a) That the Legislative Coordinator may in sole discretion issue proclamations on behalf of the Town of Hinton.
- b) Individuals and/or Organizations requesting the issuance of proclamations are made aware of the fact that such proclamations are issued at the sole discretion of the Legislative Coordinator, and at a time, location and in accordance with wording approved by the Legislative Coordinator.
- c) Proclamations issued by the Legislative Coordinator on behalf of the Town of Hinton will not contain any inflammatory, politically sensitive, provocative or scatological references.