

Title: Proclamation Policy

Resolution: 2018-0048, Feb 26, 2018

Revised:

Special Notes/ Cross Reference:

Next Review Date:

POLICY STATEMENT: Westlock is a Community People are Proud of and they are proud to show their support by proclaiming something close to their heart.

PURPOSE: The purpose of this policy is to set out the criteria for issuance of Proclamations.

GUIDELINES / PROCEDURES:

1. Requests for a proclamation must be in writing and received at least ten (10) days prior to the applicable Council Meeting at which the request will go forward. The request can be sent to the following:

Westlock Town Council
10003 – 106 Street
Westlock, AB
T7P 2K3

Email: info@westlock.ca

Fax: (780) 349-4436

The request must indicate whether the requestor wishes to appear before Council to present his/her request for the proclamation. Please note that presentations are to be kept to ten (10) minutes.

2. All requests for proclamations must contain a draft copy of the wording of the proclamation. The Town of Westlock may revise the wording of the proclamation at the request of Council.



A request for a proclamation should meet at least one of the following criteria:

- a) the local individual, group or organization have presence within the municipality;
- b) the cause be one of national significance and be brought forward and endorsed by a citizen of the Town of Westlock;
- c) the cause be one of benefit to the majority of the citizens of Westlock;
- d) the local individual, group or organization arrange a significant event recognizing the purpose of the proclamation within the community;

3. Requests for proclamations will not be issued for:

- a) matters that are politically or religiously motivated or represent individual conviction;
- b) campaigns, events or activities that are contrary to the Town of Westlock's policies or bylaws;
- c) individuals, groups or organizations that espouse discrimination, hatred, violence or racism;
- d) individuals, groups or organizations that are not directly related to the community or do not represent a local interest

4. Organizations may only request one (1) proclamation annually.

5. The proclamation will be posted on the Town of Westlock's website under Local Notices. A short reference to the proclamation will be published in the Westlock News (providing advertising deadlines can be met) and will direct the public to the website to view the proclamation. All other advertising, publicity, or media coverage is the responsibility of the organization or person requesting the proclamation.

6. Council retains the right to accept or refuse the request made by an individual, group or organization to make a proclamation.

Please note that Town Council meets the first and third Monday of each month when considering your timelines for submitting the request.


Mayor Ralph Leriger


Interim Chief Administrative Officer, Simone Wiley