

Department: Government Services	Section: County Manager
--	--

CM-03 Proclamations

Policy statement

Proclamations provide Leduc County with an opportunity to recognize initiatives of charitable and non-profit organizations and help increase public awareness of those initiatives. The initiative must have local significance and be of interest to the community.

Policy authority

Leduc County council has the discretion to declare proclamations on an as-needed basis.

Service level standards

Leduc County recognizes initiatives taking place in Leduc County or impacting the community in a positive manner through education/awareness programs, charitable fundraising or similar, and helps to increase public awareness of those initiatives.

Charitable and non-profit organizations and representatives, or supporters thereof, are invited to apply to have a specific day, week or month recognized by Leduc County. All requests should be made in writing through the Office of the Mayor at least four weeks in advance of the date and must include background information as well as an explanation of the initiative's local significance.

Proclamations will be considered as requested; requests for recurring initiatives must be submitted each time, usually annually.

Policy responsibilities

Council shall:

- approve proclamations as required and read aloud approved proclamations in open council
- review this policy at minimum once every four years

The county manager or designate shall:

- direct administration to develop the necessary administrative procedures to implement this policy, and approve those administrative procedures

The executive assistant to council/executive assistant to the county manager shall:

- arrange to have any proclamation application presented to council in a timely manner
- prepare official proclamation document for approved proclamations

Communications shall:

- ensure approved proclamations are communicated to the public appropriately, in accordance with the administrative procedures

Monitoring & Updating

The policy will be reviewed by council a minimum of once every four years.

Approved Date:	Motion No:	Page No.
December 4, 2018	508-18	1 of 1