



### PROCLAMATION POLICY

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<b>Policy Number:</b>	11/115.01 2023PO
<b>Policy Review:</b>	Every 5 Years or upon Legislative Change
<b>Policy Owner (Dept.):</b>	Community Services
<b>Reference(s):</b>	Council Resolution 96-008

#### 1. PURPOSE OF POLICY

- 1.1. To guide Council and Administration in dealing with requests for Proclamations. Council, by resolution, has established a policy of not granting Proclamations.

#### 2. POLICY STATEMENT

- 2.1. Council shall not make or authorize a formal endorsement of any non-City of Lacombe sponsored or initiated event, message, interest or activity.

#### 3. APPLICABILITY

- 3.1. This Policy applies to any person or entity promoting non-City matters.
- 3.2. This Policy comes into effect upon approval of Council.

#### 4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **CAO** – the City of Lacombe’s Chief Administrative Officer
- 4.2. **City** – the City of Lacombe
- 4.3. **Proclamation** – a formal public statement made by a mayor, on behalf of council, to express support, condemn, raise awareness, or advocate for any event, cause or phenomenon not directly impacting the City of Lacombe.

#### 5. ROLES AND RESPONSIBILITIES

- 5.1. Council
  - 5.1.1. Approve Policy.
  - 5.1.2. Comply with this Policy.
- 5.2. Chief Administrative Officer
  - 5.2.1. Ensure staff compliance with this Policy.

## COUNCIL POLICY



5.2.2. Ensure that the public is appropriately informed of this Policy.

### 6. POLICY DETAILS

#### 6.1. Standards

6.1.1. Any requests for a Proclamation received by the City shall be directed to the Office of the CAO.

6.1.2. The requesting group or individual shall be informed of this Policy.

### 7. END OF POLICY

Original Signed	Original Signed
Signature of Mayor	Signature of CAO
February 13, 2023	February 13, 2023
Date	Date

## POLICY RECORD

### Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
February 13, 2023	23-034	Replaces Policy 11/115 1996PO

### Review History

Date of Policy Owner's Review	Description/Action Taken or Required
February 2023	Update Policy, replacing Policy 11/115 1996PO