



POLICY

Proclamations	
Policy No. 120-014	Supersedes Policy Number Not Applicable
Effective Date 2015-10-20 Amended:	Approved By Council (Motion Number) 2015-10-20

1.0 Purpose

To ensure that the preparation and issuance of official Town of Wolfville Proclamations are authorized in a consistent manner.

To provide a constant standard for issuing Official Proclamations.

2.0 Scope

This Policy covers all Proclamations developed for the Town of Wolfville. Its provisions extend to all staff involved in the development and management of Proclamations for the Town of Wolfville.

3.0 References

Not applicable

4.0 Definitions

4.1 **Proclamation.** The issuance by the Mayor of Wolfville of a pronouncement of importance and interest and/or benefit to a majority of the people of the Town of Wolfville concerning official Town actions such as public holidays, emergency measures and also may concern special non-commercial days and/or weeks or other time periods if these are provincially, nationally or internationally proclaimed or are aligned with such objectives and are deemed to be of interest or of benefit to a majority of the people of the Town of Wolfville.

5.0 Policy

5.1 Issuance of Proclamations

5.1.1 The Town of Wolfville will issue, through the Office of the Mayor, official proclamations of events. Proclamations which fall into any one of the following groups will not be approved:

- (a) Political parties or political organizations;
- (b) Promotion of business or commercial enterprise;



POLICY

- (c) If the intent is contrary to corporate policies or bylaws;
- (d) If the intent is to defame the integrity of the municipality; or
- (e) If the event or organization has no direct interest or relationship to the municipality.

5.2 Responsibilities

- 5.2.1 The Mayor is authorized to make any proclamation upon request and will consider each request for a proclamation.
- 5.2.2 The Mayor will refer to Council any request for a proclamation which the Mayor considers to be questionable.
- 5.2.3 Council shall approve any amendments to this policy.
- 5.2.4 Any person, organization or a Town department wishing to make application for a proclamation will do so in writing at least fourteen (14) days in advance of the proposed signing date of the proclamation.
- 5.2.5 All applications for a proclamation:
 - (a) Will contain a draft copy of the wording of the proclamation;
 - (b) Will contain a brief statement in support of same; and
 - (c) May contain a special request to have the Mayor read and sign the proclamation at a specific location within the Town, e.g., in front of Town Hall, in order to further publicize the event.

CAO or Town Clerk

October 20, 2015

Date