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Proclamations

Prepared By: Office of the CAO

Council Approval Date: February 13, 2023

Effective Date: Immediately

Council Resolution No.: 23-59

References: Records Retention Bylaw

### **POLICY STATEMENT**

The Town of Olds Council shall not make or authorize a formal endorsement or proclamation for any event, day, message, interest, cause, or activity, not specifically related to town-sponsored, municipal purposes or operations, regardless of the merit of such.

### **PURPOSE**

This policy is intended to guide council and administration in dealing with requests for proclamations. The making of such proclamations regarding non-Town matters is not within the legislative prerogative or purpose of the Town, regardless of how worthy such matters may be in and of themselves.

### **SCOPE AND GUIDELINES**

This policy applies to all proclamation requests received by the Town of Olds.

### **DEFINITIONS**

**“Proclamation”** means a formal public statement made by a mayor or on behalf of council to declare a day, week, or month to raise awareness for an event or cause.

### **RESPONSIBILITIES**

The Office of the Chief Administrative Officer (CAO) is responsible for proclamation requests.

### **STANDARDS**

1. Any requests for a Proclamation received by the Town shall be directed to the Chief Administrative Officer or designate.
2. The Chief Administrative Officer or designate will inform the requesting group or individual of this policy.

*Approved: January 28, 2013, Motion No.13-23*

*Amended January 13, 2020, Motion No. 20-11*

*Amended February 13, 2023, Motion No. 23-59*