



# City of Leduc Policy

**Policy Title: Proclamation Policy**

**Policy No: 11.00:31**

**Revision No: New**

**Supersedes: New**

<b>Authority: Council</b>	<b>Approval Date: September 14, 2020</b>
<b>Responsible Division: Legislative Services</b>	<b>Effective Date: September 14, 2020</b>
<b>Relevant Legislation:</b>	
<b>Relevant Bylaw and Date(s):</b>	
<b>Relevant Council Resolution:</b> <i>Sept 14, 2020</i>	
<b>Authority's Signature:</b> <i>R. Goss</i>	

### **Policy Objective:**

The purpose of this policy is to provide general criteria to the issuing of Proclamations

### **Definitions:**

Proclamation: A Proclamation is a ceremonial document to commemorate a specific time period for the purpose of raising awareness about local efforts.

Mayor: The Chief Elected Official for the City of Leduc.

### **Policy:**

The Mayor of the City of Leduc has the discretion to issue a Proclamation on behalf of the City and City Council.

Requests for Proclamations should meet at least one of the following criteria:

1. The sponsoring agency is a charitable or not-for-profit organization;
2. The cause is one of benefit and/or interest to the majority of the citizens of the City of Leduc;
3. The cause is an initiative of the City of Leduc.

Requests must provide background information about the cause or event being proclaimed.

Requests for Proclamations will be denied if, in the opinion of the Mayor:

1. Interest to the City of Leduc as a whole is not clearly demonstrated;
2. The request is commercial or political in nature;

3. The request involves any person or organization that promotes hatred of any person or class of persons, or otherwise involves illegal activity;
4. The request includes inflammatory, obscene or libelous statements;
5. The request supports a cause that is contentious or divisive within the community.

**Process:**

A fillable Request for Proclamation form (Appendix "A"), found on the City of Leduc website, must be completed and submitted at least four (4) weeks prior to the date the Proclamation is required.

The Mayor may approve and sign the Proclamation if, in his or opinion, the request meets all the foregoing criteria for consideration; however, the organization requesting the Proclamation is responsible for:

1. Making arrangements with local media to advertise Proclamation;
2. The costs of having the Proclamation advertised; and
3. Organizing related activities and associated costs.

Approved Proclamation will be posted on the City of Leduc's website under "City of Leduc Proclamations".

**Appendices**

Appendix "A" - Request a Proclamation

**Divisions** Office of the Mayor  
Legislative Services  
Communications

## REQUEST FOR PROCLAMATION

If your community group, charitable organization, registered society, service club or not-for-profit is based in the City of Leduc you can use our online form below to request a Proclamation from the Mayor.

The City of Leduc requires receipt of the following information, in full, at least four (4) weeks prior to the date the Proclamation is required.

### Proclamation Information

Date Proclamation Required

Organization Name

Proclamation Name

Proclamation Timeline: \_\_\_Day \_\_\_Week \_\_\_Month

### Requester Information

First Name

Last Name

Address

Postal Code

Telephone Number

Email Address

### Required Details:

In this section the Requester must provide:

- details of the organization they represent;
- details on the event as well as wording that the organization would like to see on the Proclamation

**If you have any questions please email the City Clerk at [City\\_Clerk@Leduc.ca](mailto:City_Clerk@Leduc.ca) or call 780-980-7177.**