	<h1 style="text-align: center;">Town of Cochrane Policy</h1>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revision Date:</b> <b>Department:</b>	<b>1204-01</b> <b>Proclamations</b> <b>January 11, 2016</b>  <b>Community Services</b>

## Policy Statement

The Town of Cochrane recognizes the value in commemorating events for the not-for-profit organizations and milestones for business organizations within the community.

### 1. Reason for Policy

- 1.1 The Town of Cochrane receives a number of requests for proclamations. This policy and procedure will streamline the approval process for proclamations that meet the criteria laid out by granting the authority to proclaim to the Mayor.

### 2. Definitions


- 2.1 **Not-For-Profit** Any organization that is registered under the Alberta Societies Act.
- 2.2 **Business** A commercial activity engaged in as a means of livelihood or profit, or an entity which engages in such activities.

### 3. Responsibilities

- 3.1 Town Council to:
  - 3.1.1 Approve by resolution this policy and any amendments.
- 3.2 The Mayor to:
  - 3.2.1 Approve proclamations that fit the criteria of this policy.

- 3.3 Chief Administrative Officer to:
  - 3.3.1 Implement this policy and approve procedures.
  - 3.3.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 3.4 Senior Manager of Community Services to:
  - 3.4.1 Ensure implementation of this policy and procedure.
  - 3.4.2 Ensure that this policy and procedure is reviewed every three years.
  - 3.4.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
  - 3.4.4 Make recommendations to the Mayor for proclamations fitting the criteria of the policy.
  - 3.4.5 Ensure employees are aware of this policy and procedure.
- 3.5 All Employees to:
  - 3.5.1 Understand and adhere to this policy and procedure.

## **5. End of Policy**

	<h1>Town of Cochrane Procedure</h1>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	<b>1204-01</b> <b>Proclamations</b> <b>Community Services</b>

## 1. Procedure – Not for Profit

- 1.1 All requests for proclamations must contain a draft copy of the wording of the proclamation. The Town of Cochrane may revise the wording of the proclamation.
- 1.2 A request for a proclamation should meet the following criteria:
  - The sponsoring agency be a not-for-profit organization; and
  - The cause be of national significance with a local connection; or
  - The cause be of benefit to the majority of the citizens of Cochrane
- 1.3 Requests for proclamations with commercial or political overtones will not be considered.
- 1.4 Requests for proclamations to support a cause that is contentious or divisive within the community will not be considered.
- 1.5 Organizations may only request one proclamation annually (January – December).
- 1.6 The Town of Cochrane will post the proclamation on the Town website and publish a short reference to the proclamation in Municipal Matters (providing advertising deadlines can be met) directing the public to the website to view the proclamation. All other advertising, publicity, or media coverage is the responsibility of the organization/individual requesting the proclamation.

## 2 Procedure – Businesses

### 2.1 Acknowledgement

- 2.1.1 In the case of a business, a request for acknowledgement must relate to a significant milestone such as, but not limited to, provincial, national or international achievements, or the attainment of a business anniversary date of not less than five (5) years; and upwards in increments of five (5) years ie. 10, 15, 20 years.
- 2.1.2 The Town of Cochrane will post the acknowledgement on the Town website and publish a short reference to the acknowledgement in Municipal Matters (providing advertising deadlines can be met) directing the public to the website to view the acknowledgement. All other advertising, publicity, or media coverage is the responsibility of the business requesting the acknowledgement.

### 2.2 Proclamation

- 2.2.1 A request for a proclamation should meet the following criteria:
- The sponsoring agency be a local business; and
  - There must be a charitable component to the cause; and
  - The cause be of national significance with a local connection; or
  - The cause be of benefit to the majority of the citizens of Cochrane
- 2.2.2 All requests for proclamations must contain a draft copy of the wording of the proclamation. The Town of Cochrane may revise the wording of the proclamation.
- 2.2.3 Requests for proclamations with commercial or political overtones will not be considered.
- 2.2.4 Requests for proclamations to support a cause that is contentious or divisive within the community will not be considered.
- 2.2.5 Organizations may only request one proclamation annually (January – December).

2.2.6 The Town of Cochrane will post the proclamation on the Town website and publish a short reference to the proclamation in Municipal Matters (providing advertising deadlines can be met) directing the public to the website to view the proclamation. All other advertising, publicity, or media coverage is the responsibility of the organization/individual requesting the proclamation.


### 3 Decision

- 3.1 Requests for a proclamation or acknowledgement must be submitted in writing to the Senior Manager of Community Services at least ten (10) days prior to the applicable day or month the proclamation or acknowledgement is being requested for.
- 3.2 The Senior Manager of Community Services will evaluate the proclamation or acknowledgement request to determine if it meets the criteria as set out in this policy and procedure.
- 3.3 If the proclamation or acknowledgement request meets the criteria, it will be presented to the Mayor for approval.
- 3.4 The Senior Manager of Community Services will contact the requestor and advise them of the final decision.

### 4 End of Procedure

**Approval**

  
**Julian deCocq, C.A.O.**

  
**Date**