

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Proclamations Policy
POLICY NUMBER:	27
DATE APPROVED:	June 19, 2018 (Min#2018-104)
DATE REVISED:	

1. TITLE:

1.1. This Policy may be cited as the “Proclamations Policy” of the Municipality of the County of Antigonish.

2. PURPOSE:

2.1. The purpose of this policy is to provide for the considerations of proclamations issued by the Municipality of the County of Antigonish in recognition of individuals, events, organizations or community groups of significance in the County.

3. POLICY:

3.1. The Municipality may issue proclamations to recognize individuals, events, organizations and community groups of significance in the County.

3.2. The proclamation itself is issued to acknowledge the effort and commitment of an individual, organization or community group and should not be interpreted as an endorsement by the Municipality.

3.3. The Council of the Municipality of the County of Antigonish has authority to approve or deny requests for proclamations.

3.4. The decision of Council is final.

4. PROCLAMATION CRITERIA

4.1. Proclamations will demonstrate an interest in or relationship to the Municipality, including but not limited to:

- i. Arts & cultural celebrations;
- ii. Charitable fundraising campaigns;
- iii. Public awareness campaigns; and,
- iv. Honouring individuals or organizations for special achievement(s).

4.2. Proclamations related to the following will not be approved, including but not limited to:

- i. Individuals, events, organizations or community groups with no demonstrated significant interest or relationship to the Municipality;
- ii. Political parties or political organizations;

- iii. Religious organizations or the celebration of religious events;
- iv. Businesses or commercial enterprises;
- v. Illegal matters, including matters contrary to Municipal policies or by-laws;
- vi. Matters which defame the integrity of the Municipality;
- vii. Discriminatory or inflammatory matters;
- viii. Matters designed to incite hatred or disorder; and,
- ix. Matters which are untruthful.

Council or designate will decide on requests for proclamations which do not fall into any of the criteria outlined above.

5. APPLICATION PROCEDURE

- 5.1. Proclamations are considered at regular meetings of Municipal Council. Requests for proclamations must be submitted to the Clerk in writing at least one (1) week in advance of the meeting at which a decision is being sought.
- 5.2. The Warden and Clerk or designate will review all requests and determine if the proclamation is consistent with the Policy.
- 5.3. The Warden and Clerk or designate may request and make any amendments to the proclamation, which in the Clerk's opinion improves the structure and/or overall intent of the requested proclamation

6. COMMUNICATION OF PROCLAMATION

- 6.1. The individual, organization or community group will be responsible for disseminating the proclamation to the media and making arrangements for the attendance of the Warden and/or councillors at the specific function or event, if any, at which the proclamation is to be made.
- 6.2. Certificates of proclamations are available from the Clerk's Office upon request with one week's notice.
- 6.3. Proclamations may be listed in any Municipal publication or notice, including social media, at the discretion of the Municipality.