



# Proclamation

Council  
Policy F16

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<b>Policy:</b>	F16 – Proclamation
<b>Policy Department(s):</b>	Council
<b>Adoption Date:</b>	May 27, 2019
<b>Adoption Reference:</b>	CM20190527.029
<b>Effective Date:</b>	May 27, 2019
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## Policy Purpose

To provide a standard for which proclamation requests received by the County of Grande Prairie No.1 are processed and issued by the County in recognition of individuals, events, organizations, or community groups of significance in the County.

## Policy Statement

Proclamations encourage public awareness and provide recognition for events and activities that are significant to the County of Grande Prairie.

## Definitions

“Administration” means the CAO and Directors of the County;

“CAO” means the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County or designate;

“Council” means the duly elected Council members of the County of Grande Prairie No.1;

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation;

“Proclamation” means an official public announcement or declaration given by Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of the County.

## Policy Guidelines

1. The County issues proclamations to recognize individuals, organizations, and community groups of significance to the County. A proclamation will recognize a particular day, week, or month.
2. The proclamation itself is issued to acknowledge the effort and commitment of an individual, organization or group, and should not be interpreted as an endorsement by the County.



# Proclamation

Council  
Policy F16

3. County Council has authority to approve or deny requests for proclamations.
4. The County acknowledges the value of recognizing the various professional associations and to be inclusive of the various professions providing service by municipal employees these dates have been identified in Schedule A – Standing Proclamations/Recognition. Recognition of professional associations does not require an official public announcement or declaration given by Council.

## Proclamation Criteria

5. Proclamations will demonstrate an interest in or relationship to the County, including but not limited to:
  - 5.1. Arts celebrations;
  - 5.2. Cultural celebrations;
  - 5.3. Charitable fundraising campaigns;
  - 5.4. Civic promotions;
  - 5.5. Public awareness campaigns; and
  - 5.6. Honoring individuals or organizations for special achievement(s).
  - 5.7. For profit events held by non-profit organizations (e.g. Stompede).
6. Proclamations related to the following will not be approved, including but not limited to:
  - 6.1. Matters of political controversy;
  - 6.2. Religious organizations or the celebration of religious events;
  - 6.3. Individual conviction;
  - 6.4. Events, organizations, or community groups with no demonstrated significant interest or relationship to the County;
  - 6.5. Celebrations, campaigns or events intended for profit making purposes;
  - 6.6. Illegal matters, including matters contrary to corporate policies or by-laws;
  - 6.7. Matters which defame the integrity of the County;
  - 6.8. Discriminatory or inflammatory matters;
  - 6.9. Matters designed to incite hatred or disorder; and
  - 6.10. Matters which are untruthful.
7. Proclamations will not be issued if the first day to be recognized has passed, unless otherwise approved.



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## Proclamation Procedure

8. All organizations or persons submitting a request for proclamation must complete a Proclamation Request Form, available on the County's website, at least three (3) weeks in advance of the first date of recognition.
9. The following limitations related to proclamation requests are noted for those submitting a request:
  - 9.1. An organization may only request one proclamation annually;
  - 9.2. An organization does not have exclusive rights to the day, week or month of their proclamation;
  - 9.3. Proclamations on a similar topic will be issued on a first come, first serve basis; and
  - 9.4. Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis, unless otherwise approved by Council.
  - 9.5. There is no requirement to submit a Proclamation Request annually for multi-year proclamations endorsed by Council as listed in Schedule A – Standing Proclamations/Recognition.

## Review of Proclamation Requests

10. Proclamation requests will be reviewed by Administration against the eligibility criteria noted in this policy.
11. In the event that the request does not comply with this policy, the CAO will decide if the application will be included on a Council agenda for consideration and will advise the organization/person submitting the request accordingly.
12. The CAO will make a recommendation to Council to approve the proclamation requests that meet all eligibility criteria, on a Council agenda prior to the first date of recognition.

## Communication of Proclamation/

13. The organization/person who submitted the Proclamation Request Form in writing will be advised of the outcome of Council's decision.
14. Notice of the proclamations, endorsed by the County, will be posted shared via County social media. All other related activities and associated costs shall be the responsibility of the requesting organization/person.
15. Proclamation Certificates will be prepared upon request.

## Communication of Recognition



## Proclamation

Council  
Policy F16

16. It is the responsibility of the related municipal department to promote awareness and recognition of their profession. This could include internal promotion and/or on the County's social media platforms.

### Attachments

Schedule A – Standing Proclamations/Recognition

### References

<b>Legal Authorities</b>	N/A
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development
<b>Other</b>	Proclamation Request Form Online

### Revision History

<b>Review Date</b>	<b>Description</b>
July 15, 2024	Reviewed and Amended CM20240715.011
November 28, 2022	Reviewed and Amended and Transferred from Legislative Services (B25) to Council (F16) CM20221128.014
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Council  
Policy F16

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### Schedule A – Standing Proclamations/Recognition

#### Council Declared Proclamations

BDC Small Business Week	October
Black History Month	February
Canadian Library Month	October
Earth Day	April 22
Emergency Preparedness Week	May
Family Violence Prevention Month	November
Green Shirt Day (organ donor awareness and registration)	April 7
Indigenous Veterans Day	November
Mental Health Week	May
National Addictions Awareness Week	November
National Child Day	November
National Day of Action Against Bullying and Violence (Pink Shirt Day)	February
National Denim Day (CURE Foundation)	May
National Indigenous Peoples Day	June 21
National Day for Awareness for Missing and Murdered Indigenous Women, Girls and 2SLGBTQQIA+ Peoples	May 5
National Day for Truth and Reconciliation	September 30
National Day of Mourning for Persons Killed or Injured in the Workplace	April 28
Rail Safety Week	September



## Proclamation

Council  
Policy F16

Seniors Week	June
Stompede Week	May
Volunteer Week	April

### Professionally Recognized Days/Weeks (formal Council declaration not required)

Administrative Professionals Week	April
Economic Development Week	May
Fire Prevention Week	October
GIS Day	November
Home Support Appreciation Week	October
International Accounting Day	November
International Firefighters Day	May
International HR Day	May
Municipal Clerks Week	May
National IT Professionals Day	September
National Payroll Week	September
Occupational Therapy Month	October
Paramedic Services Week	May
Parks and Recreation Month	June
Police Week	May



## Proclamation

Council  
Policy F16

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Public Works Week	May
Records and Information Management (RIM) Month	April
Social Work Week	March
World Communication Week	November
World Planning Day	November