



Village of Clyde

Policy Manual

Section: Legislative

POLICY

Effective Date: October 17, 2023

Amended:

Amended:

POLICY TITLE: Proclamation Policy

POLICY NUMBER: 2023-10-02

POLICY PURPOSE:

The purpose of this Proclamation Policy is to provide a policy directed standards to address requests for proclamations in recognition of individuals, events, organizations, or community groups of significance in the Village of Clyde.

GUIDELINES/PROCEDURES

1. Requests for a proclamation must be in writing and received at least (10) days prior to the applicable Council Meeting at which the request will go forward. The request can be sent to the following:

Village of Clyde Council
4812 – 50 Street, Box 190
Clyde, AB
TOG 0P0

Email: admin@villageofclyde.ca

Fax: 780-348-5699

The request must indicate whether the requestor wishes to appear before Council to present his/her request for the proclamation. Please note that presentations are to be kept to ten (10) minutes.

2. All requests for proclamations must contain a draft copy of the wording of the proclamation. The Village of Clyde may revise the wording of the proclamation at the request of Council.

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A request for proclamation should meet at least one of the following criteria:

- a) The local individual, group, or organization have presence within the municipality.
- b) The cause be one of the national significances and be brought forward and endorsed by a citizen of the Village of Clyde.
- c) The cause is one of benefit to the majority of the citizens of the Village of Clyde.
- d) The local individual, group, or organization arrange a significant event recognizing the purpose of the proclamation within the community.

3. Requests for proclamations will not be issued for:

- a) matters that are politically or religiously motivated or represent individual conviction.
- b) campaigns, events, or activities that are contrary to the Village of Clyde policies or bylaws.
- c) individuals, groups, or organizations that espouse discrimination, hatred, violence, or racism.
- d) individuals, groups, or organizations that are not directly related to the community or do not represent a local interest

1. Organizations may only request one (1) proclamation annually.

2. The public notification of the proclamation will be made in accordance with the Village of Clyde Public Notification Bylaw. All other advertising, publicity, or media coverage is the responsibility of the organization or person requesting the proclamation.

3. Council retains the right to accept or refuse the request made by an individual, group or organization to make a proclamation.

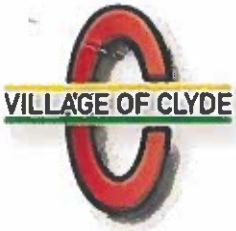
Please note that Village Council meets once monthly when considering your timelines for submitting the request.



Mayor, Charis Aguirre



Chief Administrative Officer, Jaye Parrent



Proclamation Request Form

Please complete this request form for the publication of a proclamation. Proclamation requests must be received in the Village of Clyde office at least 3 weeks prior to the start date of the proclamation.

Organization Name: _____

Organization Website: _____

Type of Organization: Charity non-profit other (please specify) _____

Contact Name: _____ Contact Email: _____

Contact Phone: _____

Proclamation Title: _____

Proclamation Type: Day Week Month

Proclamation Category: _____

Date of Proclamation: Start Date: _____ End Date: _____

Does your organization require a copy of the official proclamation? Yes _____ No _____

If yes, please specify preferred format: PDF Jpeg Printed hard copy

Mailing Address to send printed proclamation: _____

If left blank, proclamation will be mailed to address above.

Please attach a draft copy of the proposed full Proclamation. If no draft is provided, the proclamation may not be considered.

Any additional information you wish to provide:

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the Act. It will be used for the purpose of issuing Proclamations for the Village of Clyde. Direct any questions about this collection to the Village of Clyde office 780-348-5356.

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