

TOWN OF KENTVILLE POLICY STATEMENT G14

PROCLAMATION POLICY



1.0 PURPOSE

- 1.1 The purpose of this policy is to provide a consistent process for the request of Proclamations.

2.0 DEFINITIONS

- 2.1 Proclamations: a formal pronouncement issued at the discretion of Council

3.0 SCOPE

- 3.1 Proclamations are issued to community groups, charitable organizations and non-profit organizations to increase public awareness of their cause.

4.0 PROCEDURES

- 4.1 Proclamations approved for posting will be announced at a public meeting, and recorded in meeting minutes, and will be posted on social media and the Town website.
- 4.2 The posting of a proclamation, in no way reflects the Town of Kentville's philosophical or financial support of the agency/organization represented.
- 4.3 The Town of Kentville may choose to either post the Proclamation as submitted by the agency/organization or may publish its own.
- 4.4 Proclamations can be made when the following conditions are met:
 - 4.4.1 The Proclamation issued is reflective of, and has some perceived benefit for, at least a representative number of residents and taxpayers of the Town of Kentville;
 - 4.4.2 The agency/organization represented is of a nature may be charitable, volunteer, not for profit or community based;
 - 4.4.3 The agency/organization has a local, Kentville contact or affiliation;
 - 4.4.4 The agency/organization will pay for any direct costs resulting from its request for the Town to make a Proclamation;
 - 4.4.5 The agency/organization makes the request for a Proclamation in writing;
 - 4.4.6 The Proclamation does not represent illegal activities, hate promotion, a political party, or court actions, and does not benefit a

'for profit' business, governments, or causes likely to result in riots or civil disorder, or other issues that Council may feel inappropriate;
4.5 Proclamation requests may be submitted in writing to the Executive Assistant a minimum of six weeks before the preferred date of proclamation.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: May 12, 1999
Date Revised: November 29, 2021



Chief Administrative Officer, Dan Troke