



Policy 106 PROCLAMATIONS

1. Policy Purpose

The purpose of this policy is to establish the criteria and process for the Town to use when dealing with requests for proclamations.

2. Policy Application

This policy shall apply to all requests for Town support for proclamations regardless of the method of receipt or the issuing party.

3. Definitions

- a. "Deputy Clerk" means Deputy Clerk or their designate for Town of Kentville.
- b. "Mayor" means mayor of the Town of Kentville.
- c. "Town" shall mean Town of Kentville.

4. Legislation

Section 47 of the *Municipal Government Act* states that

(1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(4) The council may exercise by policy any of the duties and powers that it may exercise by resolution.

Section 48 of the *Municipal Government Act* states that

(1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

5. Requests for Proclamation

- a. Town of Kentville shall consider the issuance of proclamations when a request is received by a bona fide community or government organization that has relevance and presence within Kentville, or

provides programs, services or other positive opportunities for residents of Kentville.

- b. A request for a proclamation must be made at least 30 days prior to the scheduled activity or event, day, month, year, or season, to the Town's Deputy Clerk.
- c. Notwithstanding Section 5(b), Town of Kentville's IDEA Committee may issue a proclamation directly under its own initiative, or in conjunction with Town of Kentville.

6. Proclamation Review Process

- a. Upon receipt of an application for a proclamation by the Deputy Clerk, the application shall be reviewed for applicability and suitability in terms of relevance to Kentville and its residents, does not promote political, union, or religious beliefs or activities, and does not promote ideologies of intolerance or civil disobedience, or represent ideas or beliefs that are contrary to those of the Town of Kentville.
- b. After the initial review if it meets the criteria is 6(a), the application for a proclamation shall be provided to the Mayor for review. If agreeable, Deputy Clerk shall prepare the required proclamation for signing by the Mayor.
- c. Upon signing, an original of the proclamation shall be provided to the applicant and shared with all members of council and posted on the Town's website.
- d. The Town reserves the right to decline approval for any proclamation request that is not positive and supportive of community acceptance, tolerance, or supports ideologies, or groups whose ideologies, are intolerant or divisive, including issues that are not local.
- e. Any proclamation that is approved under incomplete or incorrect information, or if the requesting organization thereafter acts contrary to acceptable Town of Kentville standards, may have its proclamation rescinded.

7. Proclamation Requests

The Mayor may limit the number of proclamations that are approved for any one issue to a reasonable limit.

8. Repeal

Policy G14, Proclamations Policy, approved on the 29th day of November 2021, is hereby repealed.

Seven Day Notice of Policy: December 8, 2025

Council Approval: December 15, 2025

In Effect: December 15, 2025

This is to certify that Policy 106, Proclamations, was approved by Town Council on the 15th day of December, 2025.



Mayor



Clerk