



TOWN OF THREE HILLS

POLICY # 910

PROCLAMATIONS POLICY

Adopted by Council on: June 12, 2023
Resolution No: 134-2023

1. PURPOSE

- 1.1 This Policy applies to all Proclamation requests received by the Town and provides guidance to Administration in dealing with requests for Proclamations.

2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The Chief Administrative Officer (CAO) is accountable and responsible for the development, evaluation and implementation of this policy.
- 2.3. The CAO is authorized to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this policy.

3. DEFINITIONS

- 3.1. "Proclamation" shall mean a formal or official announcement.

4. POLICY

- 4.1. The Town will not make or authorize a formal endorsement or proclamation for any event, day, message, interest, cause, or activity, regardless of the merit of such request.
- 4.2. Town Council will be made aware, through the appropriate reporting system, of any proclamations that have been requested.

5. PRIOR POLICY

- 5.1. This policy shall supersede and replace all prior policies and procedures, oral or written, regarding Proclamations.

Mayor

Chief Administrative Officer

Effective On:	June 12, 2023	134-2023
Review Date:	June 12, 2026	