



MUNICIPALITY OF THE COUNTY OF KINGS

Proclamations Policy

Creation Date:

Approval Date: July 4, 1995

Revision Date: September 18, 2012

August 2, 2016

(effective November 1, 2016)

Policy Category: Communications

Next Review Date: July 2017

Replaces: N/A

1. Objective:

To establish guidelines and procedures for responding to requests for proclamations.

2. Definitions:

2.1 Proclamation:

Refers to a formal pronouncement issued at the discretion of the Council.

3. Applicability:

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

4. General Provisions:

4.1 It is the policy of the Council to consider requests to proclaim certain causes, when such proclamation positively impacts the community.

4.2 Proclamations shall be presented to Municipal Council for approval.

4.3 Following approval, one copy of the proclamation is to be posted on the bulletin board at the Municipal Office and the second is to be forwarded to the organization for their use.

MASTER





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5. Responsibilities:

- 5.1 **Council** will:
 - a. ensure that the Municipality of the County of Kings has a Proclamations Policy.
- 5.2 The **Chief Administrative Officer** will:
 - a. administer and implement the Proclamations Policy; and
 - b. identify necessary revisions to the Proclamations Policy in collaboration with the Mayor.
- 5.3 The **Mayor** will:
 - a. identify necessary revisions to the Proclamations Policy in collaboration with the CAO.
- 5.4 The **Municipal Clerk** (or designated staff) will:
 - a. receive all proclamation requests;
 - b. add proclamation requests to the Committee of the Whole agenda; and
 - c. keep record of all proclamations made by the Municipality.

6. Proclamation Requirements:

- 6.1 Organizations must provide the following:
 - a. details on the organization;
 - b. background and details on the cause;
 - c. the relevance of the proclamation to the Municipality of the County of Kings; and
 - d. a draft proclamation, which may be changed by the Municipality.
- 6.2 Proclamation requests must be submitted in writing to the Municipal Clerk, a minimum of six weeks before the event to:

Municipal Clerk
Municipality of the County of Kings
PO Box 100
Kentville, NS B4N 3W3

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