



TOWN OF SHELBURNE PROCLAMATION POLICY

1. Policy Statement

Proclamations are seen as a way of providing education and information to the residents of the Town of Shelburne. Proclamations may be issued to promote awareness, celebrate a special day or month, or be issued for a special event.

2. Intent

This policy applies to all Proclamations passed by the Council of the Town of Shelburne.

3. Purpose

The purpose of this policy is to provide directives that will address how to process requests for proclamations, while defining those types of events and activities that are not to be considered for proclamation.

4. Definition

A proclamation is an official public announcement or declaration given by the Mayor and/or Council to formally recognize a special event, cause, or day/month which is deemed to be of interest and/or benefit to a significant number of residents within the Town of Shelburne.

5. Receipt of Proclamation Requests

All requests for proclamations are to be directed to the Clerk. A letter or email will be sent to the party requesting the Proclamation to advise them on the process. Any draft language provided may be edited or rewritten at the discretion of the Town Clerk. The Clerk will confirm if a proclamation has been previously submitted, fits the Town's proclamation criteria, and how it will be presented if approved.

6. Criteria

When a request is received, the Clerk will verify whether a similar request has been made within the past 5 years and whether it meets the criteria expressed herein;

Proclamations will not be issued for:

- Campaigns or events contrary to Town of Shelburne policies or by-laws;
- Campaigns for profit-making purposes;
- Campaigns that are contrary to the principals of the Canadian Charter of Rights and Freedoms

- Campaigns that may be found offensive to others

Town Council makes the final determination on which Proclamations will be read within the Town of Shelburne.

7. Proclamations Approved By Council

Proclamations that are approved by Council will be added to 'Schedule A' attached to this policy. These proclamations will be included on the agenda for the Regular Town Council Meeting. Only new proclamations will be read in full. Once a proclamation has been recognized for 5 years, it will be read again on receipt of a request for such reading.

The Town Clerk is responsible for implementing and monitoring proclamations at the discretion of Council. Approved proclamations will be noted on the Town of Shelburne's website and some may be advertised on the Town's electronic sign.

Approved By Council

Julie Ferguson, Town Clerk