



<b>POLICIES AND PROCEDURES MANUAL</b>	<b>Category</b> Municipal Governance	<b>Policy Number</b> MG.007
	<b>Date</b> February 26, 2014	<b>Resolution Number</b> 040/02/14

### **DECLARATIONS AND PROCLAMATIONS POLICY**

1. All organizations, groups or individuals wishing to have the Town proclaim or declare specified day(s), week(s) in recognition of their particular event, cause or organization shall submit their request in writing to the Mayor or his/her designated alternate.
2. The written request for events or causes to be proclaimed or declared must be received by the Town twenty-one (21) days prior to the event or cause taking place.
3. The Mayor or his/her designated alternate may refuse to proclaim or declare an event, activity or cause if he/she feels it is not in the best interests of the community.
4. Should a request for a declaration or proclamation be refused, the group, organization or individual making the request has the right of appeal to Council.
5. Council's decision on appeal is final and binding.
6. Council will be advised of all declarations and/or proclamations.