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## Proclamation

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**Policy Number:** CP59/2026  
**Approval Date:** March 24, 2026  
**Supersedes Policy:** N/A

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### SECTION A

#### 1.0 Policy Purpose

1.1 The purpose of this Policy is to establish the criteria and submission requirements for the issuance of Proclamations by the Municipality in recognition of events, organizations, and community initiatives of significance. This Policy ensures that proclamation requests are considered in a fair, consistent, and transparent manner.

#### 2.0 Definitions

2.1 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the *Municipal Government Act* or the designate of the Chief Administrative Officer.

2.2 “Community Organization” means a charitable, not-for-profit, community, or other recognized group requesting a Proclamation under this Policy.

2.3 “Council” means Council of Morinville.

2.4 “Councillor” or “Council Member” means any Member of Council.

2.5 “Morinville” or “Municipality” means the Municipal Corporation of Morinville.

2.6 “Mayor” means Chief Elected Official of Morinville.

- 2.7 “Proclamation” means a ceremonial declaration signed by the Mayor on behalf of Council, recognizing an event, cause, organization, or community initiative of significance to Morinville for a particular day, week or month.
- 2.8 “Requestor” means an individual, organization, Councillor, Municipal department or employee submitting a Proclamation request.
- 2.9 “Standing Proclamation” means a Proclamation approved by this Policy and issued annually without application.

### **3.0 Policy Statements**

- 3.1 The Municipality may issue Proclamations to recognize events, causes, organizations, or community initiatives of significance. Proclamations are issued at the discretion of the Mayor and do not constitute a legal opinion, financial commitment, or formal endorsement beyond ceremonial recognition. All requests shall be considered in accordance with the criteria established in this Policy.

### **4.0 Standing Proclamations**

- 4.1 The Proclamations identified in Appendix “A” are recognized as Standing Proclamations and shall be issued annually without application.
- 4.2 The Standing Proclamations list shall be reviewed in accordance with the review provisions of this Policy or as otherwise directed by Council to ensure continued relevance and alignment with the eligibility criteria established herein.

### **5.0 Submission Requirements for New Proclamations**

- 5.1 All Proclamation requests must be submitted using the Proclamation request form available on the Municipality’s website. The Requestor must complete all required sections of the form, including background information about the organization, cause, or event being proclaimed, and complete the Proclamation template included with the request form.
- 5.2 Requests must be submitted no later than 30 days prior to the date the Proclamation is requested.
- 5.3 The Municipality may revise the wording of a Proclamation as appropriate.
- 5.4 Requests must be complete prior to consideration. Incomplete requests will be returned to the Requestor for additional information.

5.5 A Member of Administration or group of employees may submit a Proclamation request in their personal capacity or on behalf of a Community Organization, provided they are not representing the Municipality in that request. Such requests are subject to the same submission requirements and eligibility criteria as those submitted by members of the public.

5.6 Recurring Proclamation Requests:

5.6.1 Certain causes, events, or recognitions may occur on an annual basis.

5.6.2 Only Standing Proclamations identified under this Policy are automatically issued annually without application.

5.6.3 All other Proclamation requests, including those intended to recur annually, are approved on a one-time basis and must be resubmitted each year for consideration.

5.6.4 Annual resubmissions ensure continued relevance, eligibility, and alignment with the criteria established in this Policy.

5.6.5 Proclamations that are consistently approved on an annual basis may be considered for inclusion in the Standing Proclamations list during the scheduled Policy review or as otherwise directed by Council.

5.6.6 A Proclamation may only be added to the Standing Proclamations list through an amendment to this Policy approved by Council.

5.7 Councillor-Initiated Proclamations:

5.7.1 A Councillor may initiate a Proclamation request.

5.7.2 Proclamation requests initiated by a Councillor are subject to the submission requirements and eligibility criteria established in this Policy.

5.8 Administration-Initiated Proclamations:

5.8.1 Proclamation requests originating from within the organization must be submitted using the Proclamation Request Form and Proclamation template.

5.8.2 Requests must be reviewed and approved by the appropriate Manager, General Manager, and the CAO before being forwarded for consideration by the Mayor in accordance with this Policy.

## **6.0 Eligibility Criteria**

6.1 Proclamations may recognize:

- 6.1.1 public awareness initiatives;
- 6.1.2 charitable or not-for-profit campaigns;
- 6.1.3 arts, culture, or heritage celebrations;
- 6.1.4 community service or volunteer recognition; or
- 6.1.5 causes or events of significance to the Municipality.

6.2 All Proclamation requests must demonstrate interest or significance to the Municipality as a whole.

6.3 Where a Community Organization requests a Proclamation, the organization must demonstrate a presence or benefit to the Morinville community.

6.4 A Proclamation request shall not be approved if it:

- 6.4.1 is political, partisan, or religious in nature;
- 6.4.2 is commercial or profit-driven in nature;
- 6.4.3 promotes hatred, violence, discrimination, or illegal activity;
- 6.4.4 is inflammatory, obscene, or supports divisiveness within the community;
- 6.4.5 commits the Municipality to financial obligations; or
- 6.4.6 does not demonstrate community significance.

## **7.0 Responsibilities**

7.1 The Requestor shall:

- 7.1.1 provide complete and accurate information in the Request Form and Proclamation template; and
- 7.1.2 be responsible for additional promotion of the Proclamation outside s. 8 of this Policy.

7.2 The Mayor has the authority to issue Proclamations on behalf of Council in accordance with this Policy and shall:

- 7.2.1 review Proclamation requests in accordance with this Policy; and
- 7.2.2 determine whether the request meets the established criteria.

7.3 Administration shall:

- 7.3.1 receive and review requests for completeness;
- 7.3.2 provide the request to the Mayor and recommendations where required;

- 7.3.3 notify Requestor of decision; and
- 7.3.4 coordinate the issuance and publication of approved Proclamations.

## **8.0 Issuance of Proclamations**

8.1 Approved Proclamations shall be:

- 8.1.1 circulated to Members of Council;
- 8.1.2 posted on the Municipality's Proclamations webpage; and
- 8.1.3 posted to the Mayor's official municipal social media channels.

8.2 Members of Council may acknowledge approved Proclamations during Regular Council Meetings at their discretion.

8.3 The Municipality shall not incur expenses related to advertising or promotion unless the Municipality initiates the Proclamation.

## **9.0 Review Date**

9.1 For the purposes of ensuring that this Policy is revised for ongoing relevance and necessity, a review will occur prior to June 30, 2030. The Policy shall be brought forth and repassed in its present or amended form or rescinded.

9.2 This Policy shall remain in effect if the review date passes prior to Council review.

## **SECTION B**

### **1.0 Reference to other Policy and Legislation**

- 1.1 *Municipal Government Act, as amended*
- 1.2 Procedure Bylaw

### **2.0 Persons Affected**

- 2.1 Members of Council;
- 2.2 Members of Administration;
- 2.3 Organizations and individuals submitting Proclamation requests; and
- 2.4 Members of the public.

### **3.0 Review/Revision History and Author**

- 3.1 Legislative Services, February 2025.

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Original Signed  
Simon Boersma  
Mayor

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Original Signed  
Michelle Hay  
Chief Administrative Officer

**APPENDIX “A”**  
(attached to and forming part of this Policy)

**1.0 Standing Proclamations**

- 1.1 Pink Shirt Day (February)
- 1.2 International Women's Day (March)
- 1.3 Journée internationale de la Francophonie (International Francophonie Day) (March)
- 1.4 Military Child Month (April)
- 1.5 Earth Day (April)
- 1.6 National Day of Mourning for Workers (April)
- 1.7 Missing and Murdered Indigenous Women, Girls and Two Spirit People Day of Awareness (Red Dress Day) (May)
- 1.8 Sexual Violence Awareness Month (May)
- 1.9 National Volunteer Week (May)
- 1.10 Safety and Health Week (May)
- 1.11 Economic Development Week (May)
- 1.12 National Indigenous History Month (June)
- 1.13 Pride Month (June)
- 1.14 Seniors Week (June)
- 1.15 St. Jean Baptiste Day (June)
- 1.16 Canada History Week (July)
- 1.17 Heritage Day (August)
- 1.18 National Peacekeepers Day (August)
- 1.19 International Literacy Day (September)
- 1.20 Terry Fox Day (September)
- 1.21 Alberta Police and Peace Officers' Memorial Day (September)
- 1.22 National Day for Truth & Reconciliation (Orange Shirt Day) (September)
- 1.23 Canadian Library Month (October)
- 1.24 Fire Prevention Week (October)
- 1.25 Family Violence Prevention Month (November)
- 1.26 Human Rights Day (December)