



Title: Public Recognition / Proclamation Policy	Internal/External: Internal / External
Department: Corporate Services	Policy Number: CS-044
Approval Date: May 27, 2025	Implementation Date: May 27, 2025

BACKGROUND

The Town acknowledges the significance of supporting residents and groups through formal recognition.

OBJECTIVE/ PURPOSE

The purpose of this policy is to establish criteria and guidelines to ensure the Town issues proclamations and other forms of recognition for individuals, groups, and organizations consistently and transparently.

POLICY STATEMENT

The Town values and recognizes important causes, awareness campaigns, events, celebrations, and milestone occasions that enhance and positively impact the Town and its communities.

Formal recognition by the Town occurs in the form of proclamations, birthday and anniversary certificates, and other special recognitions. Those seeking official recognition are expected to adhere to all policy conditions and guidelines.

GUIDELINES

1. Recognition Requests and Eligibility

- 1.1 The Town does not formally recognize events or organizations that are considered by the Town to be discriminatory or exclusionary; overtly commercial or political in nature; or otherwise not compliant with municipal, provincial, or federal policy. Recognition efforts align with expectations of inclusive communities.
- 1.2 The Town reserves the right to deny any request that, in its judgment, does not align with or directly support the Town's vision, values or policy.
- 1.3 All requests under this policy must be submitted to Town's Administration Department. The request process is available on the Town website.
- 1.4 Requests for recognition are considered on a case-by-case basis. The Administration Department and Corporate Services Department are responsible for reviewing requests to determine consistency with this policy. The Town may approve or deny any official requests for recognition.

- 1.5 Any recognition or approval of a request for recognition is considered one-time and single case and does not imply similar approval or recognition in the future (e.g., on an annual basis).
- 1.6 All forms of recognition are not legally binding and may not constitute endorsement by the Town as to an organization's governance, mandate or use of funding.

2. Proclamations

- 2.1. Proclamations by the Town include the issuance and presentation of a ceremonial document designating a specific period or timeframe in recognition of the efforts and commitments of an event or organization.
- 2.2. Council typically issues and presents proclamations to spotlight and raise awareness of significant causes, and to mark celebrations or events within the community.
- 2.3. Proclamations are only issued and presented during regular public Council meetings, not on special dates.
- 2.4. For a proclamation to be made by Council, an organization or individual must submit a formal request containing a copy of the proclamation and all relevant information, including the names and titles of those who would attend the Council Meeting, the organization's website and social media handles, and confirmation that the Town has permission to post or share a photo of those in attendance. Submission information can be found on the Town's website.
- 2.5. All requests for proclamations must be submitted to the Town no later than the month prior to the Council meeting at which the proclamation may be issued.
- 2.6. Previous proclamations are not precedent setting; organization and individuals must submit a new request each year for consideration.
- 2.7. The Town generally shares proclamations on one or more of its social media channels, including a picture or graphic and short description. Proclamations are also referenced in the Town's Public Council Meeting minutes. There are no additional expenses or costs incurred by the Town for the advertising or promotion of any proclamation.

3. Birthday and Anniversary Certificates

- 3.1. Upon request, Council may recognize residents who are 90 years or older on their birthday, and those celebrating marriage anniversaries of 50 years or more with a certificate.
- 3.2. Certificates are to be picked up at Town Hall or mailed to the recipient. Upon request, and depending on availability, the Mayor or a member of Council may deliver the certificate to the recipient.
- 3.3. Requests for birthday or anniversary submissions must be made a month in advance and include complete contact information and the corresponding mailing address.

4. Other Council Recognition Requests

- 4.1. The Town may recognize individuals, teams, or groups for their success in competition or their achievements in academic, athletic, artistic, and cultural fields. These recognitions may be granted only upon request and are generally reserved for those who have achieved significant success at the provincial or national level, such as winning a tournament or receiving a medal or other honors.
- 4.2. Other types of public recognition for achievements may include, but are not limited to:
 - 4.2.1. Council attendance at ceremonies, celebrations, or events honoring individuals, teams, or groups.
 - 4.2.2. Recognition at a Public Council Meeting, with the team, group, or individual(s) present.
 - 4.2.3. Letters of recognition or congratulations, to be prepared by the Town.
- 4.3. All requests for special recognition must be received in writing (e.g., by email) at least one month in advance of the requested recognition and contain all significant information.
- 4.4. Council may also independently decide to request the Town officially recognize individuals, teams, or groups. To ensure adequate preparation, contact information for those being recognized in this way shall be submitted to staff at least one month prior to the requested recognition.
- 4.5. The Administration Department and Corporate Services Department are responsible for reviewing all other recognition requests of Council, and the Town may approve or deny any official request.

5. Related Policies

- [Donation / Community Grant Policy](#)
- [Commemorative Bench Policy](#)

REVISION HISTORY


Policy Revision	Date	Motion
Policy Adopted	May 27, 2025	M25-190

REVIEW

This policy may be subject to change at any time following new knowledge or new experience.

APPROVAL

CAO:  Date: March 27, 2026 | 4:52:19 PM NDT

Mayor:  Date: March 28, 2026 | 2:48:13 PM NDT