



## Town of Digby

### Administrative Policy # 2010-01

#### Proclamations Policy

##### **1.0 Policy Statement:**

The Chief Administrative Officer will send letters to the requesting individual or organization acknowledging the request for the Mayor to issue a Proclamation and advising that notwithstanding that the request may be for a worthwhile benefit to the community as a whole, the Town of Digby declines to issue Proclamations.

##### **2.0 Purpose:**

Issuance of Proclamations by the Town Council and/or the Mayor provide limited community benefit, particularly considering the administrative cost to process them and the lack of specific authority in the *Municipal Government Act* for their issuance. In addition, the general public are aware of these events because the sponsoring organizations promote the events through a number of means thus eliminating the need for Town Council approval and publication.

##### **3.0 Procedure:**

- 3.1** Correspondence requesting proclamations will be received by Chief Administrative Officer's office for review and response.
- 3.2** A response will be sent advising that the Town of Digby has a policy to decline the issuance of proclamations.
- 3.3** If there is a specific additional request, e.g. a minute of silence in observance of the Annual Day of Mourning, it will be forwarded to Council for consideration.

**Clerk's Annotation for Official Policy Book**

Date of Notice: **February 18, 2010**

Date of adoption: **March 01, 2010**

Policy effective date: **March 01, 2010**

I certify that this **Proclamations Policy** was adopted by Council as indicated above.



**March 2, 2010**

**Clerk**

**Date**