

TOWN OF STRATFORD

POLICY

SUBJECT: PROCLAMATIONS	POLICY NO: 4
	CROSS REF.:
EFFECTIVE DATE: September 10, 2003	APPROVED BY: Council
REVISION DATE:	PAGE 1 OF 3

POLICY STATEMENT

The Town of Stratford will issue, through the Office of the Mayor, official proclamations of events which will meet the protocol standards of the Office of the Mayor in keeping with the dignity of that office.

POLICY OBJECTIVE

The objective of this policy is to:

1. Ensure that the preparation and issuance of official Town of Stratford Proclamations meet protocol standards of the Office of the Mayor.
2. Provide a constant standard for issuing Official Proclamations.

POLICY

1. Definition

Proclamation - The issuance by the Mayor of a pronouncement of importance and interest and/or benefit to a majority of the people of the Town of Stratford concerning official Town actions such as public holidays, emergency measures and also may concern special non-commercial days and/or weeks or months or other time periods if these are provincially, nationally or internationally proclaimed or are aligned with such objectives and are deemed to be of interest or of benefit to a majority of the people of The Town of Stratford.

2. Responsibilities

1. The Mayor will consider each request for a proclamation, and refer to Council any request for a proclamation which he considers to be questionable.
2. Council shall approve any amendments to this policy.

3. Procedures

1. Any person, organization or a Town department wishing to make application for a proclamation will do so in writing at least fourteen (14) days in advance of the proposed signing date of the proclamation.
2. All applications for a proclamation:
 - a) will contain a draft copy of the wording of the proclamation.
 - b) will contain a brief statement in support of same.
 - c) may contain a special request to have the Mayor read and sign the proclamation at a specific location with the Town, e.g. in front of Town Hall, in order to further publicize the occasion.
3. The Mayor's Office will acknowledge receipt of the application and inform the applicant that the proclamation is either approved or referred to Council.
4. When an application for a proclamation is approved by the Mayor, or Council, the Mayor's office will confirm a date and time, with the applicant, for the signing of the proclamation.

PROCLAMATIONS

5. The Mayor's Office will prepare the proclamation in a form prescribed by the Town office, which will include the purpose of the proclamation.
6. The applicant is responsible for any publicity or media coverage of the official signing of the proclamation.
7. Once the proclamation is signed, a gold seal shall be placed on the lower left corner of the proclamation and embossed with the town seal and officially presented to the applicant.
8. Following the presentation, the proclamation becomes the property of the applicant who is responsible for its display, including all costs thereto.
9. If the applicant desires, the Town will display a copy of the proclamation in Town Hall for a period of one (1) week.