
1. **Call to Order**

2. **Land Acknowledgement**

2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

3. **Adoption of Agenda**

3.1 Agenda for June 20, 2022

4. **Delegation**

None

5. **Public Hearing**

None

6. **Business Arising from Minutes**

None

7. **Business**

7.1 Request for Direction, Activity & Membership Refund Policy

7.2 Request for Direction, Credit Card Policy

7.3 Request for Direction, Proclamation Policy

8. **Action Correspondence**

None

9. **Information**

None

10. **Round Table Discussion**

None

11. **Adoption of Minutes**

None

12. **Notices of Motion**

None

13. **Business for the Good of Council**

None

14. **Confidential**

None

15. **Adjournment**

Future Meetings/Events:

- Regular Council Meeting – June 28, 2022

MEETING DATE: June 20, 2022

PREPARED BY: Carol Simpson, Abbey Centre General Manager

SUBJECT: **Activity & Membership Refund Policy 153.22**

BACKGROUND

The Town of Blackfalds (the 'Town') recognizes the need for a guiding document for Community Services Department staff to adhere to when managing activities and memberships relative to the Community Services programming and recreation centre memberships.

Policy 115/15 was reviewed and RES. 029/15 passed February 10, 2015. This policy update incorporates the changes to the level of services, types of programs, lessons and memberships and prioritizes flexibility to our users.

DISCUSSION

As the services offered, such as lessons, activities and memberships have evolved over the course of the last several years, it is felt that now is a beneficial time to review the existing Program and Lesson Refund Policy to ensure it aligns with Best Practices and to meet the expectations of the public we serve. Also, as we have had a couple of recreational software changes since this policy was last reviewed, we feel there are viable opportunities that now exist that were not present with prior software versions.

Adjustments have been made to accommodate as much leniency as possible for the user while not being a detriment to service delivery or at a financial cost to the municipality. Through feedback it has been captured that users value flexibility and understanding to their sometimes unforeseen circumstance that may challenge their ability to participate in a prior registered activity or membership. Comparisons were acquired to see what level of accommodation was being offered by our counterparts in similar facilities and communities and we feel confident that these revisions are more favourable in comparison.

Administration is requesting that the Standing Committee review, engage in discussion and provide input on the recommended changes and provide further direction to Administration to advance the updating of the Program & Refund Policy 115.15.

FINANCIAL IMPLICATIONS

It is felt that by offering expanded options for transferring, freezing and withdrawing from activities and memberships that users will feel more comfortable and confident in registering for programming

and memberships where they may have otherwise opted out of due to higher administrative fees and longer timelines. The hope is that these changes will potentially increase revenue and user satisfaction.

ADMINISTRATIVE RECOMMENDATION

1. That Standing Committee of Council recommend that the Program and Lesson Refund Policy 115.15 be updated to the Activities & Memberships Refund Policy draft and be brought forward to Council for consideration.

ALTERNATIVES

1. That Standing Committee of Council refer this item back to Administration for further action.

ATTACHMENTS

- *Program and Lesson Refund Policy 115.15*
- *Activities & Memberships Refund Policy DRAFT*

APPROVALS

Myron Thompson, CAO


Department Director/Author



POLICY

Policy No.: 115/15 Policy Title: Program and Lesson Refund Policy Department: C.S.D. Council Approval: RES. 029/15 Reviewed: Revised: Supersedes Policy/Bylaw: Program Refund Policy (existing)	M# Date: 2015 02 10
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Policy Statement

This policy establishes process and procedures for refunding fees relative to Community services programs and lessons.

1. Reason for Policy

- 1.1 To establish a process to formalize refunding of fees for programs and lessons provided through the Community Services Department.

2. Related Information

- 2.1 N/A

3. Definitions

- 3.1 N/A

4. Responsibilities

- 4.1 Municipal Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

- 4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

- 4.4.1 Understand, and adhere to this policy and procedure.
- 4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.



BLACKFALDS
ALBERTA

*a nice place
to grow!*

PROCEDURE

Policy No.: 115/15 Policy Title: Program and Lesson Refund Policy Department: C.S.D.	
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1. Withdrawals – General

Withdrawals that are made more than 5 days from program or lesson start date are subject to a 25% withdrawal fee. This withdrawal fee will apply to each program or lesson withdrawal. Participants will be given the option to leave a credit on their account, for up to 1 year, for future use or they may request a refund. All refunds will take 14 days to process. No refunds will be issued if withdrawal is within 5 days of the program or lesson start date. All refunds will be issued by cheque.

2. Withdrawals – Medical

Withdrawals for medical reasons are permitted with no penalty prior to program start date. If the withdrawal is after the program start date, due to medical reasons, a prorated refund will be permitted and no withdrawal fee will be levied. In both cases, refunds or credits will only be issued once a doctor's note has been received by the Blackfalds Community Services Department.

3. End of Procedure

4. Exclusions

4.1 N/A

5. Special Situations

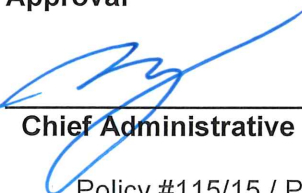
5.1 N/A

6. Appendix

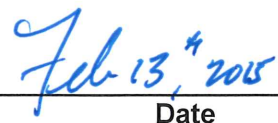
6.1 N/A

7. End of Policy

Approval



Chief Administrative Officer



Date

Policy No.:	153.22	Council Approval: Resolution No.: Date:
Policy Title:	Activity & Membership Refund Policy	
Department:	Community Services	
Reviewed:	DRAFT	
Revised:	DRAFT	
Supersedes Policy/Bylaw:	115/15 Program & Lesson Refund Policy	

1. Policy Statement

- 1.1 The Town of Blackfalds (the "Town") recognizes the need to provide its recreational users with viable options to deal with their activity and membership enrollment(s) should their personal circumstances change after enrollment. The intent of this policy is to give as much freedom of movement within activity and membership utilization without over burdening staff administration time.

2. Reason for Policy

- 2.1 The purpose of this policy is to have a fair framework for members so they may make informed purchasing decisions and are aware of their options should the need arise to alter their original activity or membership commitment
- 2.2 To assist staff with providing consistent service delivery in those instances where they are educating the public as to their potential options for activity or membership alteration.

3. Related Information

- 3.1 NA

4. Definitions

- 4.1 "**Administrative Fee**" means a set fee or designated percentage of the fee withheld for withdrawals or cancellations,
- 4.2 "**Activity**" means something that you do as it relates to a program or lesson,
- 4.3 "**Camp Curious**" means one (1) week long summer day camp activity,
- 4.4 "**Credit on Account**" means a repayment of a sum of money owed which remains on the users file to be used by them at a later date but no more than one (1) year from origin,
- 4.5 "**Fees**" means payment made in exchange for services,
- 4.6 "**Freeze**" means to suspend a membership so it does not advance in time thus moving towards its natural expiry date,

- 4.7 “**Medical**” means relating to conditions requiring medical treatment,
- 4.8 “**Membership**” means being a member of a specific group based on age and term of that membership,
- 4.9 “**Move**” means to move to a new place of residency more than 50km from the Town of Blackfalds,
- 4.10 “**Notification Time**” means the act of notifying Town of Blackfalds staff the desire to cancel, withdrawal or transfer as it relates to an activity or membership,
- 4.11 “**Pro-rated**” means divided proportionately as to reflect an amount of time that is less than the full amount included in an initial arrangement,
- 4.12 “**Refund**” means a repayment of a sum of money,
- 4.13 “**Registrant**” means the person who has signed up and paid a fee for a particular activity
- 4.14 “**Transfer**” means an act of moving an activity to a different activity,
- 4.15 “**Withdrawal**” means the action of withdrawing from an activity, lesson or membership,

5. Responsibilities

- 5.1 Municipal Council to:
- 5.1.1 Approve by resolution this policy and any amendments.
 - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
- 5.2.1 Implement this policy and approve procedures.
 - 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.3 Director of the Department to:
- 5.3.1 Ensure implementation of this policy and procedure.
 - 5.3.2 Ensure that this policy and procedure is reviewed every three years.
 - 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 5.4 Manager to:

5.4.1 Understand, and adhere to this policy and procedure.

5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

6.1 NA

7. Special Situations

7.1 NA

8. Appendix

9. End of Policy

PROCEDURE	Policy No.: 153.22 Policy Title: Activity & Membership Refund Policy Department: Community Services Department
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1. Preamble

1.1 The Town of Blackfalds (the ‘Town’) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing activities and memberships relative to the Community Services programming and recreation centre memberships.

Policy 115/15 was reviewed and RES. 029/15 passed February 10, 2015. This policy update incorporates the changes to the level of services, types of programs, lessons and memberships and prioritizes flexibility to our users.

This policy is in effect for fee based activities only. No charge activities fall outside the scope of this policy.

2. General

2.1 Activity Withdrawal

2.1.1 *Activities under \$100*

Registrants may withdraw provided there is no less than three (3) days notification time prior to the start of the activity. An administrative fee of \$10 will be levied. No withdrawals will be accepted inside of the three (3) day time period.

2.1.2 *Activities over \$100*

Registrants may withdraw provided there is no less than three (3) days notification time prior to the start of the activity. An administrative fee of 10% will be levied. No withdrawals will be accepted inside of the three (3) day time period.

2.1.3 *Medical*

Registrants may withdraw for medical reasons with no penalty prior to the program start date. If the withdrawal is after the program start date, due to medical reasons, a prorated refund will be permitted provided there are still more than 3 classes left in the session. Processing of the refund will only take place once the medical note has been received and per the indicated date on the note.

2.2 Activity Transfers

Registrants may transfer into another activity provided there is no less than three (3) days notification time prior to the start of the activity and that there is adequate space available in the desired activity. No administrative fee will be levied. No transfers will be accepted inside of the three (3) day time period.

2.3 Membership Freeze

2.3.1 *Monthly*

Members may freeze their membership for medical reasons with no penalty provided there is still one (1) week minimum remaining on the membership. No refunds, prorated or otherwise may be permitted.

2.3.2 Annual

Members may have unlimited freezes placed on their membership for the reason of their choice provided there is still one (1) week minimum remaining on the membership,

2.4 Membership Withdrawal

2.4.1. Monthly

Monthly memberships are not eligible for withdrawal or transfer

2.4.2 Annual

A) Medical

Members may withdraw from their membership for medical reasons with no penalty. Remaining fees will be prorated provided there is still 3 weeks minimum left on their membership. Processing of the refund will only take place once the medical note has been received and per the indicated date on the note.

B) Relocation

Members may withdraw from their membership if they have moved more than 50 km away from Blackfalds. Remaining fees will be prorated provided there is still 3 weeks minimum left on their membership. Processing of the refund will only take place once the proof of new residency has been received.

2.5 Credit on Account

Refunds may be requested by the user and left as a credit on account, for up to one (1) year, for future use. Refunds, when able, will be issued back to the original credit card or issued via cheque which will take up to three (3) weeks to process.

If credits on account remain after one (1) year they will be automatically paid out if over \$25. If the credit on account is under \$25 the credit will be forfeited.

3. End of Procedure

Approval

Chief Administrative Officer

Date

MEETING DATE: June 20, 2022

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Credit Card Policy Update**

BACKGROUND

The Corporate Credit Card Policy was last updated in May 2021, and the current policy requires an update. To streamline the purchasing abilities of authorized staff, Administration has made further amendments for Council's consideration.

DISCUSSION

The Town issues Corporate Credit Cards to approved positions as listed in the policy. It is the intent of using credit cards to streamline the purchasing needs of the Town and to eliminate unnecessary roadblocks in order to complete duties efficiently.

The changes to the policy include the addition of Coordinators and Team Leads to the policy statement 1.1 Allocation of Municipal Corporate credit cards.

In addition, the new Team Leads will be established with a \$3000 limit as per section 3.1.4 of the procedure.

Administration feels that these changes will enhance the policy and streamline the purchasing capabilities while reducing risk to the organization.

FINANCIAL IMPLICATIONS

There are no additional costs to the Town in issuing new credit cards.

ADMINISTRATIVE RECOMMENDATION

- | |
|--|
| <p>1. That Council adopt Credit Card Policy 152.22 Amendment as presented.</p> |
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ALTERNATIVES

- a) That Council refers this item back to Administration for further information.
-


ATTACHMENTS

- *152.22 Corporate Credit Card Use Policy – Amended with changes*

APPROVALS



Myron Thompson, CAO



Department Director/Author

Policy No.:	152.22	Council Approval: Resolution No.: Date: June 20, 2022
Policy Title:	Corporate Credit Card Usage Policy	
Department:	Corporate Services	
Reviewed:		
Revised:	June 20, 2022	
Supersedes	152.21	
Policy/Bylaw:		

1. Policy Statement

- 1.1 The Municipality may issue corporate credit cards to its Elected Officials, Chief Administrative Officer, Directors, Managers, Coordinators, Supervisors, Team Leads and appointed staff members to be utilized for payment of expenditures incurred on behalf of the Town of Blackfalds where other payment options are not available or practical.

2. Reason for Policy

- 2.1 To set parameters, identify accountability and establish protocol for financial transactions made on behalf of the Town of Blackfalds by approved credit card holders utilizing Municipal issued credit cards.
- 2.2 The objectives in establishing policy and procedure for credit card use within the organization is as follows:
- 2.2.1 Provide a means of payment when a purchase order or invoicing process cannot be facilitated, for out of country and internet purchases or payment to one-time vendors
 - 2.2.2 Facilitate registration of seminars, workshops, and conventions
 - 2.2.3 Simplify travel arrangements, subsistence, and accommodations
 - 2.2.4 Facilitate efficient record keeping and other financial efficiencies

3. Related Information

- 3.1 Town of Blackfalds Purchasing Policy

4. Definitions

- 4.1 **CAO** is an abbreviation for the position of Chief Administrative Officer.
- 4.2 **Card holder** means an individual assigned a corporate credit card for municipal business use.
- 4.3 **DCS** is an abbreviation for the position of Director of Corporate Services

5. Responsibilities

- 5.1 Municipal Council to:
 - 5.1.1 Approve by resolution this policy and any amendments.
 - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
 - 5.2.1 Implement this policy and approve procedures.
 - 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.3 Director of the Department to:
 - 5.3.1 Ensure implementation of this policy and procedure.
 - 5.3.2 Ensure that this policy and procedure is reviewed every three years.
 - 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 5.4 Manager to:
 - 5.4.1 Understand, and adhere to this policy and procedure.
 - 5.4.2 Ensure employees are aware of this policy and procedure.
- 5.5 All Employees to:
 - 5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

- 6.1 N/A

7. Special Situations

7.1 N/A

8. Appendix

9. End of Policy

DRAFT

PROCEDURE	Policy No.: Policy Title: Department:	152.22 Corporate Credit Card Usage Corporate Services
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1. Allocation of Municipal Corporate credit cards

- 1.1 Corporate credit cards may only be issued to an Elected Official, Chief Administrative Officer (CAO), Department Directors, Managers, Coordinators, Team Leads and by authorization of the CAO and Director of Corporate Services, to permanent, full-time employees where a credit card will aid in the effective and efficient exercise of their official function and duties.
 - 1.1.1 Each municipal credit card will be issued to a specific person, who will be responsible and personally accountable for the use of the card. Card holder.
 - 1.1.2 A listing of card holders will be maintained and reviewed annually.
 - 1.1.3 Individuals that are assigned a Corporate credit card will be required to enter into a Credit Card Holder Agreement as attached (Appendix A).
 - 1.1.4 Individuals eligible for a corporate credit card will only be issued one (1) corporate credit card.
 - 1.1.5 Individuals will only receive corporate credit cards when they have completed their probationary period.
 - 1.1.6 Credit cards will not be issued to temporary positions and temporary internal moves.

2. Acceptable use of Municipal Credit Cards

- 2.1 Municipal credit cards are to be utilized for purchases where conventional processes cannot be achieved or are unwarranted and may include but are not limited to the following:
 - 2.1.1 One time purchase from a vendor where no credit account has been established.
 - 2.1.2 Purchases that are made online or through vendors that are out of country.
 - 2.1.3 Incidental purchases where other payment options are inefficient.
 - 2.1.4 Seminar, training sessions, workshops, and conventions registration.
 - 2.1.5 Subsistence, accommodation, and travel arrangements for out of town, Municipal business where a per diem is not claimed.

3. Municipal Credit Card Limits

3.1 Limits established for Corporate credit cards are as follows:

3.1.1 CAO and Director of Corporate Services	\$20,000
3.1.2 Director of Community Services, Director of Infrastructure and Property Services, Manager of Protective Services, Fire Chief	\$10,000
3.1.3 Mayor, Managers, Foreman	\$5,000
3.1.4 Councillors, Recreation and Culture Programmer, Executive Assistant, Fitness and Aquatic Coordinator, Team Lead, Others as deemed appropriate by the CAO and DCS	\$3,000

Authorization for temporary increases shall be approved by the Director of Corporate Services in situations where warranted.

4. Card Holder Responsibilities

4.1 Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action. Errors that have occurred in good faith shall be brought to the attention of the DCS as soon as possible. Card holders assigned corporate credit cards have the following responsibilities:

- 4.1.1 Card holder must notify the Director of Corporate Services of any change in name or contact details.
- 4.1.2 The card holder must take adequate measures to ensure the security of the credit card assigned to them at all times.
- 4.1.3 The card holder must return the assigned corporate credit card upon severance of working relationship with the Employer or upon request of the Director of Corporate Services.
- 4.1.4 Card holders must retain sufficient supporting documentation (transaction records) to support all charges expensed to the municipal credit card. An acceptable receipt for reimbursements of claimable business expenses on the corporate credit card is an original receipt. Card purchases without receipts may be the responsibility of the user dependent on specific circumstances.
- 4.1.5 Should a receipt not be made available the card holder will be required to detail and substantiate the charge for which a receipt was not provided.
- 4.1.6 Reimbursement for return of goods and/or services must be credited directly to the card account. Cash returns are prohibited to be received by the Card holder.

4.2 Lost or stolen cards must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services. Accounts Payable must also be notified within 2 business days of this activity.

-
- 4.3 Any fraudulent activity detected or suspected must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services.

5. Conditions of Use

- 5.1 The corporate credit card shall not be used to obtain cash advances or equivalent draw from any financial institution, automatic bank machine, or retail establishments.
- 5.2 The corporate credit card shall not be used for unauthorized expenses that are not related to Town business.
- 5.3 Card holders will keep the assigned PIN in a safe, secure and confidential location to protect the security of the card against any unauthorized use.
- 5.4 Card holders will use the assigned PIN for the card and will not share the PIN with any other individual.
- 5.5 Card holders shall not exceed the maximum credit limit set on their Municipal Credit Card.
- 5.6 Card holders shall not mail, email, fax or transmit a copy of their licence if a credit card authorization form is used for staff accommodations, travel or event registration.
- 5.7 Card holders shall not use any personal loyalty cards in order to claim points (i.e. airmiles).

6. Monthly Corporate credit card Statements

- 6.1 Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date. Card holders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately with the A/P personnel. Accounts Payable will review the monthly statement for inaccuracies; and, if the accuracy is unexplained by the card holder, report this to the Director of Corporate Services for action. This procedure will ensure that cost centre accounting records maintain an accurate and meaningful balance.
- 6.2 Review and sign off on monthly credit card statements will be carried out through the following process:
- 6.2.1 The monthly statement for the CAO will be signed off on by the Mayor.
 - 6.2.2 The monthly statement for the Directors and Elected Officials will be signed off by the Chief Administrative Officer.
 - 6.2.3 The monthly statement for the Managers will be signed off by the Director to which the card holder reports to.
 - 6.2.4 Monthly statements for all other card holders will be signed off by the individual to whom the card holder reports to.

7. Records Management

- 7.1 All documentation associated with the payment of a corporate credit card will be maintained within the Accounts Payable office.
- 7.2 Original receipts for all corporate credit card transactions will be retained in the Accounts Payable office.

8. Abuse of Privileges

- 8.1 Card holders who do not reconcile their monthly expenditures within 15 business days of the statement date will be sent a reminder of their obligations under this policy. Continued or repeated non-compliance to this policy can result in cancellation of the card and/or other such actions as appropriate.
- 8.2 Infractions of the conditions of this policy and procedure could result in cancellation of the card and withdrawal of Corporate credit card privileges for a determined length of time or indefinitely. Infractions of the conditions of this policy and procedure may also result in disciplinary action including termination of employment.
- 8.3 Should misuse occur, the Town reserves the right to recover any monies from the card holder. Card holders will be required to sign a declaration authorizing the Town to recover, from their salary, any amount incorrectly claimed.

End of Procedure**Approval**

Chief Administrative Officer

Date

MEETING DATE: June 20, 2022
PREPARED BY: Justin de Bresser, Director of Corporate Services
PRESENTED BY: Myron Thompson, CAO
SUBJECT: **Proclamation Policy 151.22**

BACKGROUND

The request for Proclamations has steadily increased over the past few years. The need to vent these requests through a policy is now needed. A policy has been developed and Administration is seeking feedback from Council.

DISCUSSION

The policy was developed to ensure that any request the Town receives would meet a certain criteria before being presented to Council. The main points of the policy are as follows:

The request for a proclamation should meet the following criteria

1. The sponsoring agency be a not-for-profit organization
2. The cause be of national significance with a local connection
3. The cause be of benefit to the majority of the citizens of Blackfalds

FINANCIAL IMPLICATIONS

There are no financial implications associated with this policy.

ADMINISTRATIVE RECOMMENDATION

1. That Standing Committee of Council accepts the recommendation of Administration to bring forward the Proclamation policy for approval at the next Regular Council Meeting.

ALTERNATIVES

1. That Standing Committee of Council refer this item back to Administration for further consideration.
-

ATTACHMENTS

- *151.22 Proclamation Policy*

APPROVALS



Myron Thompson, CAO



Department Director/Author

Policy No.:	151.22	Council Approval:
Policy Title:	Proclamation Policy	Resolution No.:
Department:	Administration	Date:
Reviewed:		
Revised:		
Supersedes		
Policy/Bylaw:		

1. Policy Statement

- 1.1 The Town of Blackfalds recognizes the value in commemorating events for the not-for-profit organizations and milestones for business organizations within the community.

2. Reason for Policy

- 2.1 The Town of Blackfalds receives a number of requests for proclamations. This policy and procedure will streamline the approval process for proclamations that meet the criteria laid out by granting the authority to proclaim to the Mayor.

3. Related Information

- 3.1 N/A

4. Definitions

- 4.1 **Proclamation:** an official public announcement or declaration issued by the Town of Blackfalds intended to increase public awareness of an important issue, specific matter, or specific event. A Proclamation may recognise a day, week or month.

5. Responsibilities

- 5.1 Municipal Council to:

- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.1.3 The Mayor to approve proclamations that fit the criteria of this policy.

- 5.2 Chief Administrative Officer to:

- 5.2.1 Implement this policy and approve procedures.
- 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

5.3 Director of the Department to:

- 5.3.1 Ensure implementation of this policy and procedure.
- 5.3.2 Ensure that this policy and procedure is reviewed every three years.
- 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.4 Manager to:

- 5.4.1 Understand, and adhere to this policy and procedure.
- 5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

- 5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

- 6.1 N/A

7. Special Situations

- 7.1 N/A

8. Appendix

9. End of Policy

PROCEDURE	Policy No.: Policy Title: Department:	151.22 Proclamation Policy Administration
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1. Preamble

- 1.1 All request for proclamations must contain a draft copy of the wording of the proclamation. The Town of Blackfalds may revise the wording of the proclamation.

2. Procedure

- 2.1 All requests for a proclamation must contain a draft copy of the wording of the proclamation. The Town of Blackfalds may revise the wording of the proclamation.
- 2.2 A request for a proclamation should meet the following criteria.
- The sponsoring agency be a not-for-profit organization; and
 - The cause be of national significance with a local connection; or
 - The cause be of benefit to the majority of the citizens of Blackfalds.
- 2.3 Request for proclamations with commercial or political overtones will not be considered.
- 2.4 Requests for proclamations to support a cause that is contentious or divisive within the community will not be considered.
- 2.5 Organizations may only request one proclamation annually (January – December).
- 2.6 The Town of Blackfalds will post the proclamation on the Town website and publish a short reference to the proclamation on the Town's social media channels directing the public to the website to view the proclamation. All other advertising, publicity, or media coverage is the responsibility of the organization/individual requesting the proclamation.

3. End of Procedure**Approval**

Chief Administrative Officer

Date