

**CITY OF SWIFT CURRENT
POLICY AND PROCEDURE MANUAL**

REVISION DATE: July 29, 2019 Council Res. 195 – 2019	ISSUED: April 5, 2004 Council Res. 137 - 2004	CHAPTER:
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PROCLAMATION/FLAG RAISING		

PURPOSE:

The intent of this policy is to provide guidelines in the signing of proclamations. The proclamation will provide non-profit and cultural organizations with an avenue to promote awareness. The proclamation must be of benefit to or enrich the community.

POLICY:

1. All requests for proclamations shall be submitted to the Mayor for his/her approval at least two weeks prior to the proposed date for the proclamation.
2. The Mayor may, in his/her sole discretion, approve the request for proclamations provided that, in the judgment of the Mayor, the proclamation does not:
 - a) Promote any commercial business;
 - b) Involve any person or organization which promotes hatred of any person or class of persons, or otherwise involves illegal activity;
 - c) Contain any inflammatory, obscene or libelous statement; or
 - d) Concern any sexual, religious or politically sensitive subject.
3. The City shall not be responsible for any costs associated with a proclamation by the Mayor, including publication of the proclamation.
4. Proclamations are exclusive for a one-week period, Sunday to Saturday, and are on a first come first serve basis. However, this time period maybe extended on either side of the requested week to accommodate scheduled events.
5. There must be a member(s) of the organization attending a Council meeting prior to the week being proclaimed in order that they may give a brief explanation of the week being proclaimed. Each organization is responsible for the media being present at this time.
6. It is necessary that there be a local office in Swift Current and that a resident of Swift Current attend the Council meeting as a representative of the organization.
7. A flag may only be flown for the week proclaimed.
8. The organization must be planning activities for the week being proclaimed and a summary of the activities must be provided.

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9. Delivery and return of flags will be the responsibility of the organization to which they belong and must be picked up after they have been flown for one week.

10. A formal flag raising ceremony may be held at the discretion of the organization. This ceremony will include a representative of City Council, representative/s of the organization and the local media. It will be the responsibility of the organization requesting the flag ceremony to make appropriate arrangements with the Administration Department, City Hall, and the local media for representation at the ceremony.

The above will be adhered to at all times. There will be no exceptions. The attached form is to be completed and returned to the Administration Department, at City Hall, if a proclamation is being requested.



Guide to a Successful Proclamation

This list is to supplement the guidelines to the proclamation application in order for a successful proclamation presentation. While not exhaustive, this list will provide a basic understanding of what presenters should expect at a council meeting presentation and what is asked of them by Council.

Prior to your scheduled presentation day:

- Provide names of all those speaking at latest two (2) weeks prior to the meeting;
- If requested, schedule a flag raising day as part of your application and drop off flag with administration prior to the planned event;
- Advise the Office of the City Clerk if you are required to make any land acknowledgements with respect to grant funding or other reason;
- Make any arrangements for audio/ visual components and provide all material in advance.

On the day of your presentation:

- Have your representative(s) attend Council;
- Arrive approximately 15 minutes prior to the meeting start time;
- Keep your presentation approximately five (5) to six (6) minutes;
- Promote awareness to non-profit and cultural organizations with the intention of benefitting and enriching the community;
- Be prepared for a picture with the Mayor which will be promoted on the City's social media platforms to raise awareness.

After your presentation, you may need to stop by City Hall to pick up your flag after its removal.

****The purpose of our proclamations are to promote awareness to non-profit and cultural organizations with the intention of benefitting and enriching the community, therefore we ask that you honour this by creating a presentation that is respectful and inclusive.****

What to Avoid:

- Arrive late to the meeting of Council;
- Fail to provide the names of those presenting on the date scheduled or send a representative of your organization on the date scheduled;
- Speak in excess of six (6) minutes;
- Distribute material directly members of Council. Please note that all material will be distributed by the City Clerk or Assistant to the City Clerk only;
- Send last minute requests for Proclamations, expecting accommodation;
- Fail to communicate your request of a flag raising as part of your application; and
- Promote any commercial business, involve or support persons involving hatred or contain illegal activity, contain inflammatory, obscene or libelous statements, or concern any sexual, religious or politically sensitive subjects.