

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

REVISION DATE: March 19, 2012 Council Res. 82 - 2012	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. All proclamations are on a first come, first serve basis.
5. Proclamations will be exclusive and can only be for a one week period. Sunday to Saturday only.
6. 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.
7. 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.
8. A flag may only be flown for the week proclaimed.
9. The organization must be planning activities for the week being proclaimed and a summary of the activities must be provided.

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10. 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.

11. 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.

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NAME OF WEEK TO BE PROCLAIMED: _____

NAME OF ORGANIZATION: _____

DATES OF WEEK TO BE PROCLAIMED: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF PERSON(S) ATTENDING COUNCIL MEETING:

Name Telephone No.

Name Telephone No.

Name Telephone No.

PLEASE ATTACH A SHEET OF THE ACTIVITY(S) PLANNED.

WILL A FLAG BE FLOWN: Yes _____ No _____

**** Please note that you must contact the Administration Department, City Hall, at 778-2777 to make official arrangements for the flag raising ceremony. It is also your responsibility to contact the local media to make the same arrangements.**

Mayor's Approval: _____
Signature Date