



## TOWN OF BLACK DIAMOND POLICY

<b>POLICY: 12-068</b>	
<b>POLICY TITLE: Proclamation/Letter of Support Policy</b>	
<b>Approval Date:</b> September 3, 2014	<b>Resolution #:</b> 2014-278
<b>Revision Date:</b>	<b>Resolution #:</b>
<b>Department: Administration</b>	

### Policy Statement

All requests for Proclamations and/or Letters of Support from groups or organizations will be presented to Council for consideration. Council will not make a Proclamation in perpetuity.

#### 1. Reason for Policy

- 1.1. To set out the application process and criteria for the issuance of Proclamations and/or Letters of Support from groups or organizations.

#### 2. Related Information

- 2.1. Requests for Proclamations and/or Letters of Support must be included on Council Agenda in written form, or by a scheduled Delegation to a Council Meeting.

#### 3. Definitions

- 3.1. **Letter of Support** – A letter from the Town of Black Diamond that details a compelling and persuasive reason why a grant funder should support a grant application or proposal; or why the Town of Black Diamond offers its support in principle for any event or project. It describes how Council chooses to support the project or event, conveys enthusiasm for the project of event, and lends credibility to the project, event or grant application.



**3.2. Perpetuity** – the state of continuing forever.

**3.3. Proclamation** - A public or official announcement, especially one dealing with a matter of great importance.

#### **4. Responsibilities**

**4.1. Town 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.
- 4.1.3.** Ensure all policies conform to the overall mission, goals and values as set out in the Town's Strategic Plan.
- 4.1.4.** Consider all Proclamations and/or Letters of Support presented.

**4.2. Chief Administrative Officer to:**

- 4.2.1.** Ensure implementation of this policy and approve procedures and any amendments thereto.
- 4.2.2.** Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

**4.3. Legislative Services Manager 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.
- 4.3.4.** Ensure employees are aware of and adhere to this policy and procedure.
- 4.3.5.** Ensure that this policy and its related Procedure are available on the Town's website to assist the Public in requesting Proclamations or Letters of Support.

**4.4. All Employees to:**

- 4.4.1.** Understand and adhere to this policy and procedure.

#### **5. End of Policy**