

	<i>Proclamations and Lighting of the Municipal Centre</i>	
	Policy Type:	Council-Management-Delegation
	Number:	CMD-R-4.4
	To be Reviewed:	Once per term
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The Chief Administrative Officer (CAO), as the sole employee of Town Council, will determine on behalf of Council, requests from the public for proclamations and to illuminate the Municipal Centre.

1. Proclamations / Lighting of the Municipal Centre

- 1.1 Requests for a proclamation or to illuminate the Municipal Centre may be considered if:
 - 1.1.1 The sponsoring agency or community group is a charitable organization;
 - 1.1.2 The cause is one of benefit and/or interest to the majority of the citizens of the Town of Okotoks; or
 - 1.1.3 The cause is an initiative of the Town of Okotoks.
- 1.2 Unless it is an initiative of the Town of Okotoks, the Town will not be responsible for any costs, other than administrative, associated with the promotion of a proclamation or to illuminate the Municipal Centre, or for arranging the attendance of media or a photographer.

2. Proclamations

- 2.1 A proclamation request can be denied if, in the opinion of the CAO, it:
 - 2.1.1 Is commercial, political, or religious in nature;
 - 2.1.2 Involves any person or organization that promotes hatred, racism, or discrimination or violence towards any person or class of persons, or otherwise involves illegal activity or encourages illegal activity;
 - 2.1.3 Contains any inflammatory, obscene, or libelous statements;
 - 2.1.4 Does not align with Town policies, bylaws, and Strategic Initiatives or is contrary to the Town's civility principles and Good Order and Civil Conduct Policy;
 - 2.1.5 Aligns with causes, movements, or organizations that oppose equity, inclusion, and diversity;
 - 2.1.6 Could cause a reputational risk for the Town;
 - 2.1.7 Has no relevance for the community;
 - 2.1.8 Is determined inappropriate by the CAO for any other reason.

2.2 Approved proclamations will be signed by the CAO.

3. Lighting of the Municipal Centre

3.1 The Municipal Centre has exterior, coloured LED lighting that may be used to display selected colours and colour patterns (in sequence). These lights typically run from 5:00 p.m. (or later) to 11:30 p.m.

3.2 The Municipal Centre lighting may display a sponsoring agency or community group's requested lighting for up to seven (7) full days or, in exceptional circumstances, for the duration of an event that lasts longer than seven (7) full days.

3.3 The Town of Okotoks will not display particular colours or colour patterns if:

3.3.1 It is commercial, political, or religious in nature;

3.3.2 It involves any person or organization that promotes hatred, racism, or discrimination or violence towards any person or class of persons, or otherwise involves illegal activity or encourages illegal activity;

3.3.3 The display does not align with Town policies, bylaws, and Strategic Initiatives or is contrary to the Town's civility principles and Good Order and Civil Conduct Policy;

3.3.4 The colour display aligns with causes, movements, or organizations that oppose equity, inclusion, and diversity;

3.3.5 The colour display could cause a reputational risk for the Town;

3.3.6 The colour display could be unduly provocative, or disruptive in the community; or

3.3.7 The colour display promotes a commercial, for-profit enterprise, event, activity, or business.

3.4 In the event of exceptional circumstances, as listed above, the CAO may suspend the display of the sponsoring agency or community group's colour display. The sponsoring agency or community group's colour display may then be rescheduled in consultation between Administration and the agency or group.