



## POLICY

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<b>Acknowledgements</b>	
<b>Policy Number:</b> 120-017	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2024-06-25	<b>Approved By Council Motion Number:</b> 18-06-24

### 1.0 Purpose

To establish guidelines to deal with requests for the Town to acknowledge special events/occurrences/occasions.

### 2.0 Scope

This Policy covers all requests for acknowledgements received by the Town. Its provisions extend to all staff involved in the process of managing such requests.

### 3.0 References

Not applicable

### 4.0 Definitions

4.1 **Acknowledgement** is a recognition of the importance of a date/event/special occasion that may be of interest and/or benefit to the Town community.

### 5.0 Policy

#### 5.1 Requests for Special Lighting of Town Hall

The Town does not light up any of its buildings to commemorate special dates/events/occurrences.

#### 5.2 Request for Acknowledgement

5.2.1 The Town from time to time may receive requests from external groups to acknowledge certain events.



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- 5.2.2 The decision to make an acknowledgement is made by consensus of council.
- 5.2.3 The Town of Wolfville will not approve acknowledgements for any of the following groups or intentions:
- a. Political parties or organizations.
  - b. Religious parties or organizations.
  - c. Promotion of business or commercial enterprise.
  - d. If the intent is contrary to the Town's policies or bylaws.
  - e. If the intent is to defame the integrity of the Town; or
  - f. If the event or organization has no direct interest or relationship to the Town.

### 5.3 Responsibilities

- 5.3.1 Any person, organization or a Town department wishing consideration of an acknowledgement will do so in writing at least six weeks in advance of the event. Requests received with less advanced notice may not make the cut off for the Town Council agenda and may not be considered. Each request will be judged on its own merit.
- 5.3.2 All requests for an acknowledgement will be received by the Town Clerk and circulated to council for consideration.
- 5.3.3 By consensus, council shall consider making acknowledgement of requests received.
- 5.3.4 Approved acknowledgements are shared at Town Council meetings.
- 5.3.5 All requests for an acknowledgement must contain detailed information supporting the nature of the request.
- 5.3.6 Requests must meet the following criteria:
- not-for-profit organization located or having a presence within the Town or region,
  - endorsed by a citizen of the Town, and
  - align with the Council's strategic priorities.



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5.3.7 The Town has the right to refuse any request for acknowledgement.

5.3.8 Council shall approve any amendments to this policy.

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CAO or Town Clerk

2024-06-25

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Date