

Policy Title: PUBLIC STATEMENTS POLICY

Policy #: F-112

ADMINISTRATIVE PROCEDURES

Effective Date: March 19, 2024

Date approved by the CAO: March 19, 2024



SCOPE

These procedures shall apply to all external requests for public statements received by the Municipality of Jasper, including but not limited to, proclamations, letters of support, non-standard crosswalks and flag raisings at municipal facilities.

GENERAL

Requests for proclamations, non-standard crosswalks or flag raisings may be received and approved by motion at Regular Council meetings.

Requests for letters of support maybe be received and supported in principle at Committee of the Whole meetings and Regular Council meetings.

Requestors must indicate whether they wish to appear before Council to present their request. No person shall address Council for more than three (3) minutes, exclusive of the time required to answer questions, unless and to the extent allowed by Council.

PROCLAMATIONS

Requests for proclamations must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable Regular meeting at which the request will go forward. Council must approve proclamations by motion.

All requests for proclamations must contain a draft copy of the wording of the proclamation. The Municipality of Jasper may revise the wording of the proclamation at the request of Council.

Organizations may only request one (1) proclamation annually.

Once approved, the proclamation will be posted on the Municipality of Jasper's website. All other advertising, publicity or media coverage is the responsibility of the organization or person requesting the proclamation.

LETTERS OF SUPPORT

Requests for letters of support must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable meeting at which the request will go forward, and fourteen (14) days prior to the date the requestor requires the letter. Requests that do not fall under the parameters outlined in the policy may require additional processing time.

Requests for letters of support must provide details regarding the project or grant being applied for and the amount of the grant (if applicable), contact information regarding the intended addressee, and background information on the organization requesting the letter. A draft copy of the letter of support should be provided to include in the meeting's agenda package.

In the absence of objection from Council members, Council may direct Administration to proceed with providing a letter of support without passing a motion. Once Council has supported the request in principle, the Legislative Services Department will coordinate with the Mayor or Deputy Mayor to review and sign the letter of support on behalf of the Municipality of Jasper.

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Once signed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.

NON-STANDARD CROSSWALKS

Requests for non-standard crosswalks must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable Regular meeting at which the request will go forward. Council must approve non-standard crosswalks by motion.

Each non-standard crosswalk requires an annual request to Mayor and Council. Approval is for one year, and each non-standard crosswalk must be repainted each year. There is a two-year maximum time limit in any one location if there are other applicants for that same location.

All costs for the initiative, including painting and temporary traffic control required, are the responsibility of the applicant.

The Municipality of Jasper Mayor and Council reserves the right to remove the non-standard crosswalk at any time. Non-standard crosswalks will be subject to additional terms and conditions as determined by the Operations and Community Development departments.

REQUESTS TO RAISE FLAGS AT MUNICIPAL FACILITIES

Requests to raise flags at municipal facilities must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable Regular meeting at which the request will go forward. Council must approve flag raising requests by motion.

In the event multiple requests are received for the same day, the first request received by the Municipality of Jasper shall be considered first by Council.

Flags will be raised for a maximum of 10 days, unless otherwise approved by Council.