

SECTION 1: CONTACT INFORMATION	
REQUESTOR'S NAME:	ORGANIZATION NAME:
CONTACT NUMBER:	EMAIL:
MAILING ADDRESS:	
SECTION 2: PROCLAMATION REQUIREMENTS	
<p>A proclamation is a ceremonial document signed by the Mayor on behalf of City Council and the citizens of Cold Lake to commemorate a specific time period to raise awareness of local causes and efforts.</p> <p>Proclamation requests must meet at least one of the following criteria:</p> <ol style="list-style-type: none"> 1. The sponsoring agency is a charitable or not-for-profit organization 2. The cause is one of benefit and/or interest to the majority of the citizens of the City of Cold Lake 3. The cause is an initiative of the City of Cold Lake <p>The Office of the Mayor requires 4 weeks to review and process all proclamation requests.</p> <p>Please submit completed form, the wording of the proclamation (as a Microsoft Word file), and any desired supporting documentation to the attention of Executive Secretary C. Reimer by email at creimer@coldlake.com.</p> <p>Please note it is the responsibility of the requesting organization to make arrangements with local media to advertise the proclamation, to cover the costs of having the proclamation advertised, and to organize any related activities.</p> <p>For further information, please see the Proclamation Policy (https://coldlake.com/en/city-hall/bylaws-and-policies.aspx).</p>	
SECTION 3: OCCASION DETAILS	
START DATE:	END DATE:
EVENT/OCCASION NAME:	
EVENT/OCCASION WEBSITE:	
DESCRIPTION OF REQUEST:	
OFFICE USE ONLY	
DATE RECEIVED:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED

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