



Policy

Policy Name:	Proclamation Policy
Policy Owner:	Corporate & Financial Services Department – Director of Council Support Services / Town Clerk
Approved by:	Council
Effective Date:	July 9, 2012
Date of Last Revision:	Initial Policy
Review Date:	Every four years (term of Council)
Policy Status:	New

Purpose:

The purpose of this policy is to provide a standard for which proclamation requests received by the Town are processed and issued by the Town in recognition of individuals, events, organizations or community groups of significance in the Town.

Policy Principles:

Proclamations are issued by Council to recognize public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to the Town. A proclamation may recognize a particular day, week or month.

Scope:

This policy applies to all proclamation requests received by the Town.

Policy:

Proclamation Criteria

Proclamations that demonstrate an interest in or relationship with the Town and that demonstrate respect for the residents of the Town, including, but not limited to the following, may be issued:

- Civic promotions
- Public awareness campaigns
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honours for individuals or organizations for special achievements

Proclamations will not be issued for:

- Matters of political controversy
- Religious organizations or religious events or celebrations
- Individual conviction
- Organizations or events with no direct relationship to Richmond Hill
- Celebrations, campaigns or events contrary to Town Policies or by-laws
- Celebrations, campaigns or events intended for profit making purposes
- Attempting to influence government policy
- National, Independence or Republic Days

Other:

- Proclamations are issued at the discretion of the Town.
- An organization does not have exclusive rights to the day, week or month of their proclamation.

Previously Proclaimed Request:

If it is determined that a proclamation request has been granted in the past five (5) years, the request will be reviewed by the Clerk against the approved eligibility criteria and will be presented to the Mayor for approval. In the absence of the Mayor, the approval will be delegated to the Deputy Mayor.

Not Previously Proclaimed Request:

When a proclamation request is received that has not been previously granted by Council in the last five (5) years, the request will first be reviewed by the Clerk against the approved eligibility criteria and if eligible, the Clerk will place the request on an agenda for Committee of the Whole and/or Council for consideration.

If a proclamation request is denied by the Clerk as part of the eligibility review, the Clerk shall advise the Mayor.

Application Process:

All organizations and/or persons submitting a request for proclamation, shall complete an “Application for Proclamation” attached as Appendix 1 to this Policy. This application will be retained by the Office of the Clerk and will be reviewed as part of the approval process.

Record of Proclamations:

The Office of the Clerk will maintain a record of all proclamation requests received that will include when the request was received, whether the proclamation request was granted or denied and by whom (Mayor and/or Council), the proclamation period (day, week, month), and the date approval was granted.

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Communication:

Once a proclamation has been approved, the following communication will be carried out:

- A letter will be sent from the Office of the Mayor to all organizations whose proclamation request is approved.
- The Office of the Clerk will arrange to include the proclamation in *The Liberal* newspaper on the Town’s bulletin board pages.
- The Office of the Clerk will arrange to include notice on the Town’s website on the “meetings” page with a link provided to the organization’s website that is related to the proclamation, where provided.
- The Office of the Mayor will prepare Proclamation Certificates upon request.

Roles and Responsibilities:

The Director of Council Support Services / Town Clerk will be responsible for the implementation and interpretation of this Policy.

Related Documents:

None