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# Municipality of Grey Highlands

## Corporate Policy

### A09-A-12 – Proclamation Policy

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Policy Name: Proclamation Policy

Policy Number: A09-A-12

Department: Corporate

Authority: Council

Effective Date: June 1, 2022, By-law 2022-056

Supersedes: nil

Last Reviewed by Council: May 4, 2022 Council Meeting

#### 1) Purpose

The purpose of this policy is to provide a standard for which proclamation requests received by the municipality are processed and issued in recognition for events, achievements and activities that are significant to Grey Highlands.

#### 2) Scope

A proclamation is an official public announcement issued by the Mayor or Council to formally recognize a special event/activity or public awareness campaigns which are deemed to be of importance, interest and/or benefit to Grey Highlands. This policy applies to all proclamation request received by the municipality.

#### 3) Policy

##### Proclamation Criteria

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

- Civic promotions
- Arts and culture celebrations
- Charitable and non-profit organizations to help increase public awareness of their programs and activities;
- An individual who has achieved national or international distinction, or whose significant contribution to the community demands recognition;

Proclamation representing private organizations, events and causes shall not be approved except for proclamations related to public awareness campaigns that align with the Human Rights Code protected grounds or service groups or community organizations that align with the Municipal Strategic Priorities.

Proclamations are at the discretion of Council and organizations do 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 previously granted within the term of Council, 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 within the current term, the request will first be reviewed by the Clerk against the approved eligibility criteria and if eligible, the Clerk will place the request on a Council agenda for consideration. If a proclamation request is denied by the Clerk as part of the eligibility review, the Clerk shall advise Council.

#### 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 Clerks Department and will be reviewed as part of the approval process.

#### Record of Proclamations

The Clerks Department 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.

### 4.) Communication

The Municipality will not incur any expenses relating to the advertising or promotion of a proclamation, unless initiated by the Municipality. Recipients are responsible for organizing related activities and for all associated costs.

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.
- Communications staff will post notice of the proclamation on the municipal website and on the municipality's social media.

- The Office of the CAO and Mayor will prepare Proclamation Certificates upon request.
- Notification will be provided to Council through the Council Communication Report for all proclamations that have been approved outside of the Council process.

## 5.) Roles and Responsibilities

The Director of Corporate and Legislative Services/Clerk will be responsible for the implementation and interpretation of this Policy.

## 6.) Related Policies

A09-A-09 – Flag Flying Policy

Volunteer Recognition Policy (to be developed)