



Town of Whitby Policy

Policy Title:	Issuance of Proclamations
Policy Number:	MS 440
Reference:	Council Resolution #260-04, #159-05, #108-11, # 569-15, # 267-18, and #354-19
Date Originated:	November 8, 2004
Date Revised:	December 16, 2019
Review Date:	As required
Approval:	Council
Point of Contact:	Town Clerk

Policy Statement

The Corporation of the Town of Whitby is committed to recognizing significant dates, occasions and contributions of individuals.

Purpose

The purpose of this policy is to facilitate recognition of significant achievements, milestones, events and cultural and community service contributions.

The purpose of this procedure is to define the criteria and the application process for the issuance of proclamations. The Town of Whitby issues proclamations to recognize, honour and commemorate the value and importance of an individual, event or organization of significance to the Town.

Scope

This policy applies to residents, organizations and community groups associated with the Town of Whitby.

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1 Definitions

- 1.1 **Proclamation** means a ceremonial document designating a period (special day, week or month) in recognition of a significant individual, event or organizations.

2 Procedure

2.1 Criteria for Evaluation of Proclamation Requests

- a) Requests for proclamations which primarily serve to benefit one or more of the following causes are generally approved:
- arts celebrations;
 - awareness or celebration that promotes interfaith and/or intercultural dialogue in keeping with the Town's ethno cultural and diversity objectives;
 - charitable fundraising campaigns;
 - civic promotions;
 - public awareness campaigns;
 - to honour individuals, institutions or organizations for special achievement(s).
- b) Requests for proclamations which fall into any one of the following groups will not be approved:
- political parties or political organizations;
 - religious organizations whose intent is to proclaim a recognition, or imposition, of religious doctrine and/or particular portions of religious doctrine;
 - promotion of business or commercial enterprise;
 - if the intent of the event and/organization is contrary to corporate policies, by-laws, the Ontario Human Rights Code or current legislation;
 - if the intent is to defame the integrity of the Town;
 - if the event or organization has no direct interest or relationship to the Town.

2.2 Application Process

- a) All requests for proclamations shall be submitted to the Clerk at least four (4) weeks in advance of a regularly scheduled Council meeting using the Proclamation Request Form (Appendix 1).
- b) The Clerk shall review all requests and only those meeting the approval criteria shall be considered.
- c) The Clerk shall send a response to those ineligible requests advising of the Town's policy for the issuance of proclamations.

- d) The Clerk shall prepare a Proclamation Certificate for each eligible request and list under the Correspondence section of the next regularly scheduled Council meeting agenda for Council approval.
- e) Upon approval by Council, the Clerk will provide the Proclamation Certificate to the Mayor's Office, with the Mayor being the signing officer for all proclamations.
- f) Notification to the media and advertising is the responsibility of the applicant.

3 Responsibilities

3.1 The Mayor shall be delegated the authority to:

- Approve proclamations in accordance with this policy during Council summer and election recesses or in any other circumstance where a proclamation that meets the eligibility criteria provided for within this Policy cannot be considered by Council at a Regular Council meeting prior to the requested proclamation date.
- The Town Clerk shall be responsible for the administration and maintenance of this procedure and related policy.

Appendices

Appendix 1 Proclamation Request Form

This Policy is hereby approved by Council Resolution #354-19 on this 16th day of December, 2019.