



Application for Proclamation

Complete this application to request a proclamation in the City of Richmond Hill. For more information or for assistance with your application, please contact the Office of the Clerk at (905)747-6406 or clerks@richmondhill.ca. Please note that you must also attach draft wording for your proclamation if you wish to receive an official signed proclamation from the Mayor.

Applicant Information

Organization Name	
Street Address	
City	Postal Code
Phone	Web Address
Primary Contact Name	Primary Contact's Role in Organization
Primary Contact Phone Number	Primary Contact Email Address

Proclamation Request Details

Name or Title of the Proclamation Requested	
Date(s) of Proclamation	
Purpose of Proclamation (Please check all that apply) <input type="checkbox"/> Civic Promotions <input type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Arts and Cultural Celebration <input type="checkbox"/> Special Honor for Individual Organization <input type="checkbox"/> Other (Please specify):	
Description of your organization and the purpose of the proclamation (Please include a brief description and any other relevant information related to your request. Additional information/documentation may be attached to this application as needed.)	
Has the same or a similar proclamation been requested of Richmond Hill Council previously? <input type="checkbox"/> No/Unknown <input type="checkbox"/> Yes If yes, please indicate the date of the previous request:	
Signature	Date

Please submit your completed application by mail, email or fax to:
The Office of the Clerk
225 East Beaver Creek Road
Richmond Hill, ON L4B 3Z5
Email: clerks@richmondhill.ca
Fax: (905)771-2502

The personal information on this form is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25. The information will be used and/or disclosed to process, administer and/or other tasks associated with processing this application for proclamation. Questions about this collection can be directed to the Director, Legislative Services/City Clerk, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4, (905) 771-8800, clerks@richmondhill.ca.

