

<b>Policy Name:</b>	Proclamation Policy
<b>Policy Owner:</b>	Corporate & Financial Services – Director of Legislative Services/City Clerk
<b>Approved by:</b>	Council
<b>Effective Date:</b>	July 9, 2012
<b>Date of Last Revision:</b>	[Date approved by Council]
<b>Review Date:</b>	As Required
<b>Policy Status:</b>	Revision

**Purpose:**

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

**Policy Principles:**

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

**Scope:**

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

**Definitions:**

<b>Clerk:</b>	Means the City Clerk appointed by the Council of the Corporation of City of Richmond Hill, or his/her designate.
<b>Mayor:</b>	Means the person who has been elected or appointed as Mayor (Head of Council) of the City of Richmond Hill or the person who is acting in that capacity in accordance with the City of Richmond Hill's Procedure By-law.
<b>Members of Council:</b>	Means a person who has been elected or appointed to an Office on Council, including the Mayor, a Regional & Local Councillor, or a Local Ward Councillor.

**Policy Description****1. Proclamation Criteria**

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

- 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 City 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 that meet the basic criteria are issued at the discretion of the Mayor.
- An organization does not have exclusive rights to the day, week or month of their proclamation.

## 2. Application Process

All requests for proclamation shall be made on an application form prescribed by the City Clerk and reviewed as part of the approval process.

Requests are to be submitted at least three (3) weeks prior to the first day of the requested period of the proclamation. If the request is associated with a Community Flag Raising request, this policy shall apply to the proclamation request only and the City of Richmond Hill Community Flag Raisings and Protocol Policy shall apply to the Community Flag Raising request.

All proclamation requests will be reviewed by the Office of the Clerk to determine if they meet the criteria listed in section 1 of this policy ('Proclamation Criteria'). The Clerk will notify all requestors whose proclamation requests do not meet the Proclamation Criteria. Requests that meet the Proclamation Criteria will be forwarded to the Office of the Mayor for approval.

The Office of the Mayor will review and approve proclamation requests, when a proclamation request is approved by the Mayor, the Office of the Mayor will notify applicants of the approved request and copy all Members of Council and the City Clerk.

### 3. Record of Proclamations

The Office of the Clerk will maintain a record of all proclamation requests received for at least five (5) years that will include information such as when the request was received, whether the proclamation request was granted or denied, the proclamation period (day, week, month), and the date approval was granted.

### 4. 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 the organization whose proclamation request is approved with all Members of Council and the City Clerk copied.
- The Office of the Clerk will arrange to include notice of the proclamation on the City's website.
- The Office of the Mayor will prepare Proclamation Certificates upon request.

#### **Roles and Responsibilities:**

Council is responsible for approving and amending this Policy, and the procedures applicable to this policy.

The City Clerk is responsible for the implementation and interpretation of this Policy. The City Clerk is also responsible for determining if a request for a proclamation meets the Proclamation Criteria in this policy.

The Mayor is responsible for approving all applications for proclamations that meet the approved Proclamation Criteria as determined by the City Clerk and informing all Members of Council and the City Clerk of any and all such approvals.

#### **Related Documents:**

Community Flag Raisings and Flag Protocol Policy

Flying Flags at Half-Mast Procedure

Customary Flag Configuration Procedure

Proclamation Application