



POLICY & PROCEDURE

SECTION: MUNICIPAL GOVERNMENT

NO: MU-CO-05

REFERENCE: COUNCIL

Date: Sept. 4, 2024

**Next Review Date:
September 2026**

TITLE: PROCLAMATIONS

1.0 STATEMENT

The Proclamations Policy allows for the recognition of significant organizations or community groups within the City of Dryden.

2.0 PURPOSE

The Purpose of this Policy and Procedure is to provide a standard to govern proclamation requests received and issued by the City of Dryden in recognition of events, organizations or community groups of significance in Dryden. The policy outlines the general principles, criteria and communications regarding proclamation requests.

3.0 DEFINITIONS

City means The Corporation of The City of Dryden.

Clerk means the City Clerk and includes their designate.

Proclamation(s) means a formal public statement by the City of Dryden designating a period (day, week, month) in recognition of a significant individual, event or organization.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

4.0 GENERAL PRINCIPLES

- 4.1 This Policy applies to all requests for proclamations sent to the City.
- 4.2 The Policy does not preclude Council from proclaiming a particular event, day, week or month at a meeting of Council.
- 4.3 Proclamations are issued to acknowledge efforts, commitment and achievements of organizations and community groups and to recognize public awareness campaigns, charitable fundraising campaigns and arts celebrations of significance to the City.
- 4.4 A proclamation may recognize a particular event, day, week or month.
- 4.5 An organization does not have exclusive rights to the day, week or month of their proclamation request.
- 4.6 Where the City issues a proclamation in accordance with this policy, such proclamation does not constitute a personal or civic endorsement by the City.
- 4.7 The City will not incur any expenses relating to the advertising and promotion of a proclamation.

5.0 CRITERIA FOR EVALUATION OF PROCLAMATION REQUESTS

- 5.1 Proclamations are issued in accordance with the criteria outlined in this section of this Policy.
- 5.2 Approved proclamation requests will demonstrate an interest in or have a relationship with the City, including but not limited to the following:
 - (a) Arts celebrations;
 - (b) Charitable fundraising campaigns;
 - (c) Public awareness campaigns; and,
 - (d) To honour individuals, institutions or organizations for special achievements.
- 5.3 Proclamations will not be issued for the following:
 - (a) Political parties or political organizations;

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- (b) The promotion of business or commercial enterprise;
- (c) Matters inciting hatred or those that are discriminatory;
- (d) Where the intent is contrary to corporate policies or by-laws;
- (e) Where the intent is to defame the integrity of the City, the province or Canada; and,
- (f) Matters which are untruthful.

- 5.4 Where a proclamation does not fit into a category as defined in subsections 5.2 and 5.3 of this policy, the Clerk may use proclamations previously recognized by the Ontario or Canadian governments as a method of reviewing any such requests. In these situations, the Clerk has the authority to exercise discretion when approving or denying such requests, and if deemed required by the Clerk, he/she may seek Council’s direction on the specific request by placing it on a Cor Council Meeting agenda.
- 5.5 The Clerk’s decision is final and they will notify the applicant if their proclamation request has been approved or denied.

6.0 COMMUNICATION OF PROCLAMATION REQUESTS

- 6.1 The applicant is responsible for notifying the media or advertising the proclamation.
- 6.2 Arrangements for the Mayor and/or member(s) of Council to attend a specific function or event related to the proclamation request are to be coordinated through the Mayor’s office.

7.0 ADMINISTRATION AND CONTACT

- 7.1 This policy shall be administered by the Administration Department. It may be defined and amended from time to time by the Clerk in order to address specific implementation of this policy.
- 7.2 All questions or concerns about this policy are to be directed to the Clerk.

History			
Approval Date:	July 3, 2007	Approved by:	Council Resolution
Amendment Date:	October 23, 2018	Approved by:	By-law 4582-2018
Amendment Date:	September 15, 2020	Approved by:	CAO
Amendment Date:	September 6, 2022	Approved by:	CAO
Amendment Date:	September 4, 2024	Approved by:	CAO

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