CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: **PROCLAMATIONS**

POLICY NO.:   **03.C.10**

Section:	Administration & Legal		
Effective Date:	Click or tap to enter a date.	**Date of Last Review:**	Click or tap to enter a date.
Approval Authority:		**Policy Owner:**	
Council		DCM, Administrative Services & City Solicitor	

POLICY STATEMENT
Proclamations are official statements made by or under the authority of Vaughan Council to recognize causes, events and commemorations of significance to the City of Vaughan and its citizens. These statements do not carry with them any substantive contribution of goods, services, or monies to organizations which request them, but contribute to the fabric of Vaughan society by recognizing cultural diversity and the public good.

PURPOSE
To codify the authority for receiving and issuing proclamations at the request of organizations that are active in the Vaughan community.

SCOPE
This policy applies to those organizations that are eligible to request a proclamation from Vaughan Council in recognition of a cause, event or commemoration of significance to the City of Vaughan and its citizens.

LEGISLATIVE REQUIREMENTS
None.

DEFINITIONS
1. **City Clerk:** The City Clerk appointed by Council in accordance with Section 228 of the *Municipal Act, 2001*, S.O. 2001, c.25 or their designate.

2. **Proclamation:** An official and ceremonial statement made by or under the authority of Council, recognizing a cause, event or commemoration of significance to the City of Vaughan and its citizens.

   2.1. For the purposes of section 2, a proclamation may be issued for:

      2.1.1. Arts, culture or heritage commemorations in the City of Vaughan;
      2.1.2. Athletic achievements or celebrations;
      2.1.3. Charitable and non-profit fundraising campaigns;
      2.1.4. Public awareness campaigns;
      2.1.5. Civic commemorations or celebrations; and,
      2.1.6. Special recognition for individual or organizational achievements.

   2.2. For the purposes of section 2, a proclamation may not be issued for:

      2.2.1. Political parties, associations, campaigns, or politically motivated causes or ideologies;
      2.2.2. Religious commemorations, celebrations or beliefs;
      2.2.3. Causes, celebrations or commemorations whose purpose or intent is contrary to the by-laws, policies and practices of the City of Vaughan;
      2.2.4. For-profit purposes;
      2.2.5. Organizations who espouse hateful, racist, violent or discriminatory beliefs or messages; or,
      2.2.6. Causes, celebrations or commemorations with no connection to the City of Vaughan or its citizens.

3. **Requestor:** An organization and its official representative who submits a request for a proclamation.

POLICY

1. **General**

   1.1. The City Clerk shall be responsible for receiving and processing proclamation requests, in the form and manner provided for by the City Clerk and in accordance with the provisions of this policy.

   1.2. Council shall be the approval authority for proclamation requests received by the City Clerk.

      1.2.1. The City Clerk shall have the authority to approve proclamation requests on behalf of Council that are received during summer and election hiatus periods.

2. Request Process

2.1. Requests for proclamations shall be received by the City Clerk in writing or electronically by a Requestor.

    2.1.1. Proclamation requests must be submitted to the City Clerk no later than 45 days prior to the date requested by the requestor.

    2.1.2. Proclamation requests must specify whether the proclamation is to recognize a day, a week or a month.

    2.1.3. Requestors do not have exclusive rights to the day, week or month for the proclamation being requested.

    2.1.4. Proclamation requests must be made annually and are not automatically renewed for the following calendar year, unless otherwise directed by Council, or the City Clerk exercising delegated authority.

2.2. The City Clerk shall review requests within 5 business days of receipt, to ensure it the request complies with sections 2.1 and 2.2.1 of this policy.

    2.2.1. Proclamation requests may not be received by individuals acting independently from or unaffiliated with an organization.

    2.2.2. Requests deemed ineligible will be denied.

    2.2.3. Where requests have been denied under section 2.2.1 or 2.2.2, the Requestor shall be notified.

2.3. The City Clerk shall prepare a report to Council for their approval of the eligible request.

    2.3.1. Whenever possible, multiple proclamation requests shall be consolidated into a single report.

    2.3.2. During hiatus periods, Mayor and Members of Council shall be notified of proclamations received and approved by the City Clerk in lieu of a report for Council approval.

2.4. Once a request has been approved, the City Clerk shall publish the proclamation on the City's website and provide notice to the requestor.

2.5. The requestor may receive a proclamation certificate signed by the Mayor on behalf of Council.

2.5.1. Where suitable, the proclamation certificate may be presented by the Mayor or a Member of Council at an event or ceremony organized by the requestor.

2.5.2. The proclamation certificate shall follow a standard format produced by the City Clerk.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years If other, specify here	Next Review Date:	Click or tap to enter a date.
Related Policy(ies):			
Related By-Law(s):			
Procedural Document:			

Revision History

Date:	Description:
Click or tap to enter a date.	
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