

Proclamation Policy

1. GOAL

To establish the framework for Council endorsement of proclamations in the Township of Asphodel-Norwood.

2. OBJECTIVES

- a) To provide a means for Council to promote public awareness campaigns, charitable fundraising campaigns, arts, and cultural celebrations of significance to the Township of Asphodel-Norwood;
- b) To acknowledge special honours for individuals and organizations in the Township of Asphodel-Norwood in recognition of a special achievement; and
- c) To ensure Council's endorsement of proclamations is based on a framework that ensures all requests are dealt with consistently.

3. DEFINITIONS

In this policy:

“Chief Administrative Officer” means the individual appointed as the Chief Administrative Officer for the Township of Asphodel-Norwood;

“Clerk” means the Clerk of the Township of Asphodel-Norwood;

“Council” means the Council of the Corporation of the Township of Asphodel-Norwood, comprised of the Mayor, Deputy Mayor and Councillors;

“Flag Raising” for purposes of this policy, means the raising of a flag in conjunction with a proclamation that has been endorsed by Council, in a location determined by Council;

“Proclamation” means a public or official announcement, particularly one dealing with a matter of great importance that may be endorsed by Council of the Township of Asphodel-Norwood and may be recognized on a particular day, week or month; and

“Regular Council Meeting” means a scheduled meeting held at regular intervals in accordance with the approved calendar/schedule of meetings and the Township's Procedural By-law.

4. PROCLAMATION CRITERIA

Proclamations that are of significance to the Township of Asphodel-Norwood may be endorsed by the Council of the Township of Asphodel-Norwood for the following:

- a) Civic promotions;
- b) Public awareness campaigns;
- c) Charitable fundraising campaigns;
- d) Arts and cultural celebrations; or
- e) Special honours for individuals and organizations for special achievements.

Only proclamations that involve participation by the Township of Asphodel-Norwood or its residents will be considered for endorsement.

Proclamations will **not** be endorsed by the Council of the Township of Asphodel-Norwood for the following:

- a) Matters of political controversy;
- b) Controversial matters which may be subject to opposing points of view
- c) Religious organizations or religious events or celebrations;
- d) Individual conviction;
- e) Organizations or events with no direct relationship to the Township of Asphodel-Norwood and/or do not involve participation by the Township of Asphodel-Norwood or its residents;
- f) Celebrations, campaigns or events contrary to Township policies or by-laws;
- g) Celebrations, campaigns or events intended for profit-making purposes; or
- h) Matters attempting to influence government policy.

5. SUBMITTING A PROCLAMATION REQUEST

All organizations or persons submitting a request for a proclamation must complete a Proclamation Request Form attached as Appendix A to this policy. Proclamation Request Forms shall be submitted to the attention of the Clerk.

The following limitations related to proclamation requests are noted for those submitting a request:

- a) An organization may only request one proclamation annually;
- b) An organization does not have exclusive rights to the day, week or month of their proclamation; and
- c) Proclamations on a similar topic will be issued on a first come, first served basis; and
- d) Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis. (There is no requirement to submit a

Proclamation Request annually for multi-year proclamations that were endorsed by Council prior to the implementation of this policy.)

6. PROCLAMATIONS WITH FLAG RAISING

Proclamation Requests that include a flag raising may be permitted provided the proclamation request is in accordance with Section 4 Proclamation Criteria and that the flag raising does not conflict with the Rules for Flying the National Flag of Canada or any other flag being flown by the Township of Asphodel-Norwood.

7. REVIEW OF PROCLAMATION REQUESTS

Proclamation requests will be reviewed by the Clerk against the eligibility criteria noted in this Policy. In the event that the request does not comply with this policy, the Clerk, in consultation with the Chief Administrative Officer, will not include the request on a Council meeting agenda and will advise the Mayor and organization/person submitting the request accordingly.

Proclamation requests that meet all eligibility criteria will be placed on the agenda for the next Regular Council Meeting under the “Correspondence - For Action” section of the agenda.

8. COUNCIL ENDORSEMENT OF PROCLAMATION REQUESTS

Proclamations shall only be considered at Regular Council Meetings.

Following consideration of a Proclamation Request by Council, the Clerk or their designate will advise the organization/person who submitted the Proclamation Request Form in writing of the outcome of Council’s consideration.

Proclamations that have been endorsed by Council will be noted on the “Proclamations” page of the Township’s website and will remain listed for a period ending on December 31st of the year in which the proclamation was endorsed. Items such as decals, signs, banners, brochures, or similar items that accompany a proclamation request will not be displayed at Township facilities unless, at the sole discretion of the Clerk, it is determined that they provide information of significant value to residents of the Township of Asphodel-Norwood.



Appendix A Proclamation Request Form

(Please complete and submit the completed Proclamation Request Form to info@antownship.ca or by mail/drop-off at PO Box 29 | 2357 County Road 45 | Norwood, Ontario K0L 2V0)

Organization Name	
Contact Name	
Address	
Telephone Number	Email Address
Proclamation Requested	
Dates of Proclamation	
Purpose of Proclamation	
<input type="checkbox"/> Civic Proclamation <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Special Honour of Individual or Organization <input type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Arts and Cultural Celebration <input type="checkbox"/> Other:	
Description of Organization (Attach additional information/documentation if desired)	
Has the same/similar proclamation been requested of the Township of Asphodel-Norwood in the past?	

<input type="checkbox"/> Yes (provided date of previous request) <input type="checkbox"/> No (new request)

As part of the proclamation, will there be any special initiatives or events planned in the Township of Asphodel-Norwood? If so, please describe:

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Does your Proclamation Request include a request for a Flag Raising?

<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have a draft wording for the proclamation?

<input type="checkbox"/> Yes, attached <input type="checkbox"/> No

Signature	Date

The personal information on this form is collected under the authority of the Municipal Act. The information is used for the purpose of processing the Proclamation Request Form. Questions about this collection of information can be made to the Clerk at (705) 639-5343.