

POLICIES AND PROCEDURES



PROCLAMATIONS

EFFECTIVE: March 26, 2018

APPROVED BY COUNCIL: March 26, 2018

1. Purpose

To establish criteria and processes related to the issuance of proclamation requests the Township of Scugog Council receives.

2. Goal

Proclamations encourage public awareness and provide recognition for events, achievements and activities that are significant to the Township of Scugog.

3. Policy

- a. Proclamation Requests shall be approved for:
 - Arts and cultural celebrations
 - Charitable fundraising campaigns
 - Civic promotion
 - To honour individuals, institutions or organizations for special achievements
 - Public Awareness campaigns

- b. Proclamation Requests will not be issued for:
 - Matters of political controversy, religious beliefs or individual conviction
 - Promotion of business, commercial enterprise, or campaigns intended for profit-making purposes
 - Campaigns or events contrary to law, Municipal policies or By-laws
 - Events or organizations with no direct interest or relationship with the Township

4. Procedure

Proclamation requests shall be forwarded to the Mayor for consideration and approval. Administrative staff will advise the

requester of the decision and copy Council and the Manager of Communications and Strategic Initiatives.

The Township suggests that proclamation requests, when possible, be sent at least three (3) weeks prior to the proclamation date. Note the timeline is suggested to allow for appropriate advertising and recognition of the proclamation. A list of proclamations will be maintained on the Township website.

Organizations do not have exclusive rights to the day, week or month of their proclamation.