

Policy: Proclamations Policy

Main Contact: Clerk

Last Revision: May 2023

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Policy Statement

The Town of Renfrew recognizes that proclamations provide valuable education and information to residents of the town. Proclamations may be issued for a special event, activity, cause, or organization that enhance our community and contribute to overall well-being, inclusion, and diversity.

Purpose

This policy outlines the process associated with proclamations that will encourage public awareness and recognition. This policy provides directives that will address how requests will be processed, while defining those types of requests that are not to be considered for proclamation.

Definitions

“Proclamation” means an official public announcement or declaration given by the Mayor, on behalf of Council, to formally recognize a special event, activity, cause or organization that is deemed to be of interest and/or benefit to the Town of Renfrew.

“The Town of Renfrew” or the terms ‘Town’, ‘Renfrew’ or ‘Municipality’ are defined as pertaining to ‘The Corporation of the Town of Renfrew.’

Policy Requirements

1.0 Requests

- 1.1 All requests for proclamations are directed to the Clerk, who will confirm if a proclamation has been previously submitted within the last year and to commence the process.
- 1.2 Only once request of a similar nature will be considered per calendar year.
- 1.3 A special request must be in writing and must be made at least four (4) weeks prior to the requested date.

2.0 Criteria

- 2.1 Requests will be made in writing to the attention of the Clerk and include the following:
 - specifics related to the special event, activity, cause or organization
 - sponsoring organization and contact information
 - examples of other proclamations in Renfrew or other jurisdiction on the same matter
 - timeframe
 - explanation on the merits of the request as it relates to the Town
 - justification on how the proclamation supports community well-being, diversity and inclusion.
- 2.2 When a request is received, the Clerk or designate will verify whether a similar request has been made within the past calendar year, and confirm whether it meets all of the identified criteria listed below for consideration by the Mayor:
 - Shall be submitted by a representative of a non-profit group based in the Town of Renfrew or County of Renfrew.
 - Will be issued only in respect of a special event, activity, cause, or organization that support or help educate and inform residents of the Town.
 - Must support the well-being, inclusion, and diversity of the residents of the Town of Renfrew.
 - Should foster a sense of community.
- 2.3 Proclamations will not be issued for:
 - Matters deemed inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements
 - Events or organizations with no direct relationship to the Town of Renfrew
 - Campaigns or events contrary to the Town's policies or by-laws
 - Campaigns intended for profit-making purposes, and
 - Requests attempting to influence government policy at any level.

3.0 Delegated Authority and Reporting

- 3.1 Requests that meet all criteria and requirements proclamations will be directed to the Clerk for review with delegated authority to approve. Subsequent to receiving a proclamation request, the Clerk will circulate to Council and receive feedback on any concerns and/or any requests to pull delegated authority and bring forward to the Corporate Services and Economic Development Committee. Approved proclamations will to be prepared for the Mayor's review and signature.
- 3.2 Proclamations will be issued on the Town template and announced using corporate communication tools, including the website.
- 3.3 Proclamations will be announced at the next available Council meeting.
- 3.4 The Clerk shall keep a record of all issued proclamations and requests for a five-year period.

4.0 Exceptions

- 4.1 Council, at its sole discretion, can revoke any proclamation as it deems appropriate but must specify the reasons in doing so in the resolution.
- 4.2 Any appeals of the decision of the Mayor on a request refusal shall be directed to the Corporate Services and Economic Development Committee for final decision.

Monitoring

The Chief Administrative Officer shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

This policy is pursuant to the *Municipal Act, 2001* and the Council's broad authority under Section 11(1).

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Proclamations	July 1, 2023	New policy	56-2023