

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

BY-LAW NO. 2016-33

"A BY-LAW TO ESTABLISH A PROCLAMATION POLICY"

WHEREAS the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt a Proclamation Policy;

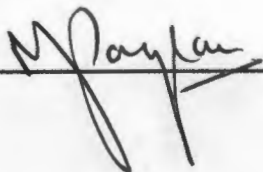
NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. The Proclamation Policy attached hereto as Schedule "A" shall form apart of this by-law.
2. That this By-law shall come into force and take effect upon passing.

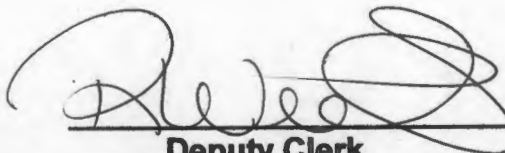
Read a first and second time in open Council this 24th day of May, 2016.

Read a third and final time, passed, signed and sealed in open Council this 24th day of May, 2016.

Mayor



Deputy Clerk



Schedule “A”
Proclamation Policy

1. Purpose:

This policy establishes and provides a process to encourage public awareness and provide recognition for events and activities significant to the Township of Edwardsburgh/Cardinal. This policy provides directives as to how to provide and communicate requests, and defines those types of events and activities to be considered for proclamation.

2. Definitions:

“Council” – means the Council of the Corporation of the Township of Edwardsburgh/Cardinal

“Township” – means the Corporation of the Township of Edwardsburgh/Cardinal

“Township's Website” – means the official website of the Township of Edwardsburgh/Cardinal, www.twpec.ca

“Clerk” – means the Clerk of the Township of Edwardsburgh/Cardinal or his/her designate

“Proclamation” – a proclamation is an official public announcement or declaration given by Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of people in Edwardsburgh/Cardinal.

3. Scope:

3.1 This policy applies to all proclamation requests received by the Township of Edwardsburgh/Cardinal.

4. Policy Statement:

4.1 The Council of the Township of Edwardsburgh/Cardinal represents the citizens of the Township of Edwardsburgh/Cardinal, and in recognition of this has the authority to acknowledge, through the issuance of proclamations, the efforts and commitment of individuals and organizations who work to enhance the community.

5. Criteria and Regulations:

When a request is received, the Clerk will confirm whether or not the proclamation meets the identified criteria listed below:

5.1 Proclamations May Be Issued for:

- i. An individual who has achieved national or international distinction, or whose significant contribution to the community demands recognition
- ii. Charitable and non-profit organizations, including health-related, athletics, arts and cultural celebrations to help increase public awareness of their programs and activities
- iii. An organization or individual that is directly associated with the Township

5.2 Proclamation May Not Be Issued for:

- i. Matters of political controversy, ideological or religious beliefs, or individual conviction
- ii. Events or organizations with no direct relationship to the Township
- iii. Campaigns or events contrary to Township policies or by-laws
- iv. Campaigns intended for profit-making purposes
- v. Attempting to influence local or upper-tier government policy

5.3 Supplementary

- i. Proclamations are issued entirely at the discretion of the Township
- ii. An organization does not have the exclusive rights to the day, week or month of their proclamation

6. Procedure:

6.1 Requests to the Clerk

All requests for proclamations are to be directed to, and processed by, the Clerk.

6.2 Draft Language

Any draft language provided may be edited or rewritten at the discretion of the Clerk and Council.

6.3 Record of Proclamation

The Clerk will maintain a record of all proclamation requests received that will include when the request was received, whether the proclamation request was granted or denied and by whom, the proclamation period (day, week, month) and the date approval was granted.

6.4 Previously Proclaimed Request

If it is determined that a proclamation request has been granted in the past five (5) years, the request will be reviewed by the Clerk against the approved eligibility criteria and will be presented to the Mayor for approval. In the absence of the Mayor, the approval will be delegated to the Deputy Mayor.

6.5 Not Previously Proclaimed Request

When a proclamation request is received that has not been previously granted by Council in the last five (5) years, that request will be reviewed by the Clerk against the approved eligibility criteria and if eligible, the Clerk will place the request on an agenda for Committee of the Whole and/or Council for consideration.

6.6 Communication

Once a proclamation has been approved, the following communication will be carried out:

- i. A letter will be sent from the Mayor to the organization/individual whose proclamation request was approved
- ii. The Clerk will arrange to include notice of the proclamation on the Township website, and, when provided, a link to the organization's website that is related to the proclamation
- iii. When a proclamation certificate is requested by the organization, the Township will prepare a certificate.

7. Roles and Responsibilities:

- i. The issuance of the proclamations is delegated to the Mayor or Deputy Mayor in cases where the proclamation request is previously granted. The declaration of a new proclamation is at the discretion of Council, who reserves the right to deny the request.
- ii. The Clerk is responsible for the implementation and interpretation of this policy
- iii. The Clerk is responsible for monitoring proclamation activities

8. Disclaimer:

The Township will not incur any expenses relating to the advertising or promotion of a proclamation unless the Township initiates the proclamation for a municipal

purpose. Recipients are responsible for organization related activities and for all associated costs.

A proclamation is issued to acknowledge the efforts and commitment of an organization or individual and should not be interpreted as an endorsement by the Mayor and/or Council or the Township.