

Appendix A

Proclamations Policy	
Department: Legislative Services Section/Unit: Clerk's Office	Owner: Clerk
Effective Date: Review Date:	Authority: Council

a. Purpose:

The purpose of the Proclamation Policy (Policy) is to provide for a standard to govern requests for proclamations issued by the Town of Markham (Town) in recognition of individuals, events, organizations or community groups of significance in the Town.

b. Policy Statements:

The Town issues proclamations to recognize individuals, events, organizations and community groups of significance to the Town. A proclamation will recognize a particular day, week or month.

The proclamation itself is issued to acknowledge the effort and commitment of an individual, organization or community group and should not be interpreted as an endorsement by the Town.

The Council of the Town of Markham has delegated the approval of requests for proclamations to the Clerk or his or her designate. The decision of the Clerk is final; however, the Clerk may request Council's direction and approval on a proclamation request if required.

c. Proclamation Criteria:

Proclamations will demonstrate an interest in or relationship to the Town, including but not limited to:

- a. Arts celebrations;
- b. Cultural celebrations;
- c. Charitable fundraising campaigns;
- d. Civic promotions;
- e. Public awareness campaigns; and,
- f. Honouring individuals or organizations for special achievement(s).

Proclamations related to the following will not be approved, including but not limited to:

- a. Individuals, events, organizations or community groups with no demonstrated interest or relationship to the Town;
- b. Political parties or political organizations;
- c. Religious organizations or the celebration of religious events;
- d. Businesses or commercial enterprises;
- e. Illegal matters, including matters contrary to corporate policies or by-laws;
- f. Matters which defame the integrity of the Town;
- g. Discriminatory or inflammatory matters;
- h. Matters designed to incite hatred or disorder; and,
- i. Matters which are untruthful.

Proclamations will not be issued if the first day to be recognized has passed.

The Clerk will decide on requests for proclamations which do not fall into any of the criteria outlined above.

d. Application Procedure:

- a. Requests for proclamations must be submitted to the Clerk in writing using the application form prescribed by the Clerk at least three (3) weeks in advance of the first date of recognition;
- b. The Clerk will review all applications and determine if the proclamation is consistent with the Policy;
- c. The Clerk may request and make any amendments to the proclamation, which in the Clerk's opinion improves the structure and/or overall intent of the requested proclamation; and,
- d. The proclamation (as amended by the Clerk if required) will be placed on a Council agenda (prior to the first date of recognition if possible) for information purposes.

e. Communication of Proclamation:

- a.** The individual, organization or community group will be responsible for disseminating the proclamation to the media and making arrangements for the attendance of the Mayor and/or Councillors at the specific function or event, if any, at which the proclamation is to be made;
- b.** Certificates of proclamations are available from the Office of the Mayor upon request; and
- c.** Proclamations may be listed in any Town publication or notice, at the discretion of the Town.

f. Implementation – Responsibility for the Policy:

The Clerk will be responsible for the implementation and interpretation of this Policy.