



Corporate Policy

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379, ext. 2131

POLICY TYPE:	Operational
SUBSECTION:	Communication/Customer Service
POLICY TITLE:	Proclamations
POLICY #:	F9
POLICY APPROVED BY:	Council
EFFECTIVE DATE:	June 11, 2007
REVISED:	February 23, 2015
APPLICABLE TO:	All Employees

1. Purpose:

To ensure the appropriate criteria is in place when Council receives a request to issue a proclamation.

2. Policy:

- a) Requests for Proclamations shall be approved for:
 - Charitable fundraising campaigns
 - Public awareness campaigns
 - Arts and cultural celebrations
 - Special Honours

- b) Requests for Proclamations shall not be approved for:
 - Matters of political controversy, religious beliefs or individual conviction
 - Events or organizations with no direct relationship to the Municipality of Clarington
 - Campaigns or events contrary to law, Municipal policies or by-laws
 - Campaigns intended for profit-making purposes

3. Procedures:

Upon receipt of a request for a proclamation, the request shall be forwarded to the Mayor's Office for consideration. Council's administrative staff shall advise the requester of the decision and shall copy the response and a copy of the original



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An organization does not have exclusive rights to the day, week or month of their proclamation.

This Policy does not apply to requests for tag days, which are handled administratively through the Clerk's Department.

4. Appendices:

None