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## PROCLAMATION POLICY

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### 1.0 PURPOSE

The Corporation of the Municipality of Mississippi Mills receives requests to officially proclaim a specific day, week, or month to honour a particular cause. Council recognizes that an official proclamation issued by Council can promote and enhance the credibility of a cause and affirms its support for causes that benefit the Municipality, its communities, and its residents through the proclamation process.

The purpose of this policy is to provide a vehicle that will encourage public awareness or provide recognition for events or issues deemed to be of interest, benefit, or significance to the majority of residents of Mississippi Mills can be obtained.

### 2.0 DEFINITIONS

“**Clerk**” means the Clerk or designate of the Municipality of Mississippi Mills;

“**Council**” means the Council of the Corporation of the Municipality of Mississippi Mills, comprised of the Mayor, Deputy Mayor, and Councillors;

“**Local Organization**” means an organization that operates within Mississippi Mills or the immediate surrounding area;

“**Mississippi Mills Resident**” means a person who resides in Mississippi Mills or owns property in Mississippi Mills;

“**Municipality**” means the Corporation of the Municipality of Mississippi Mills;

“**Municipal Website**” means [www.mississippimills.ca](http://www.mississippimills.ca);

“**Proclamation**” means a formal pronouncement, issued by the Mayor, of a message of importance, interest, and/or benefit to a significant number of citizens of Mississippi Mills.

### 3.0 POLICY REQUIREMENTS

3.1 A proclamation may be issued to the following:

- Charitable and non-profit organizations, including arts, athletic and cultural celebrations to help increase public awareness of their

- programs and activities;
- Support of a Government of the Province of Ontario or Federal Government of Canada request, program, or initiative.
- An individual who has achieved national or international distinction or whose significant contribution to the community demands recognition;
- An organization, committee, or board that is associated with the Municipality

**3.2** A proclamation may be issued for a day, a week, or a month.

**3.3** A proclamation is issued to acknowledge the effort and commitment of an organization or individual. It should not be interpreted as an endorsement by either the Mayor or the Municipality.

**3.4** The Municipality will not incur any expenses relating to the advertising or promotion of a proclamation unless a department of the Municipality initiates the proclamation.

**3.5** Recipients are responsible for organizing related activities and for all associated costs.

#### **4.0 POLICY LIMITATIONS**

**4.1** A proclamation will not be issued if the undertakings or philosophy of the group, individual, or organization they represent are:

- Contrary to the Municipality's policies or bylaws;
- Discriminatory;
- Espousing hatred, violence, or racism;
- Illegal;
- Not located within the boundaries of the Municipality of Mississippi Mills unless the request comes from the Province of Ontario or the Federal Government of Canada.
- Politically or religiously motivated; or
- Intended for profit-making purposes.

**4.2** An organization, group, or individual may only request one proclamation annually.

**4.3** The requestor does not have exclusive rights to the day, week, or month of their proclamation: Council reserves the right to approve multiple requests within any given day/week/month.

## **5.0 PROCLAMATION PROCEDURES**

- 5.1** Proclamation requests must be submitted to the Clerks Office at least four (4) weeks in advance of the first calendar day of the proclamation date. Requestors must submit the draft wording for inclusion (maximum 130 words) in the proclamation. However, if deemed appropriate any draft language provided may be edited or rewritten at the discretion of the Clerk's office to ensure compliance with Municipal policies and procedures and to improve the structure and or intent of the requested proclamation.
- 5.2** Requests will be added to the Council agenda for approval. Once approved, the clerk will:
- 5.2.1 Obtain the Mayor's signature on the proclamation;
  - 5.2.2 Forward the signed proclamation to the requestor and retain a copy of the signed proclamation on file;
  - 5.2.3 Inform Councillors, on a regular basis, of all proclamations being issued.

## **6.0 PRE-APPROVED PROCLAMATIONS**

- 6.1** Despite section 5.0, the Mayor has the delegated authority to approve requests for proclamations that the Governments of the Province of Ontario and Canada initiate.
- 6.2** Despite section 5.0, in the event the Clerk's office receives a request that the current term of Council has previously approved, they will automatically process the proclamation and add will add the pre-approved proclamation as an item to the Council agenda as information.

## **7.0 SPECIAL REQUESTS – ILLUMINATIONS**

- 7.1** A special request from an agency or organization located in Mississippi Mills wishing to illuminate Almonte Old Town Hall (14 Bridge Street) and/or the lights at the Falls will be reviewed and processed by the Clerk's Office in the same manner as proclamations.
- 7.2** Illuminations by special request will take place at the Almonte Old Town Hall and/or the Falls for the duration that the request is granted, or for an appropriate period specified by the Clerk's Office to mark the event.
- 7.3** Applications must specify the colour code
- 7.4** Applications will be considered on a first-come, first-served basis providing the application meets all criteria listed above.

- 7.5** The illumination schedule will be maintained on the municipal website and updated through the Clerk's Office.
- 7.6** The Municipality reserves the right to refuse or cancel illumination requests when;
- The illumination is needed for an event of municipal significance;
  - The equipment is unavailable for maintenance or any other reason;  
or
  - The request does not comply with this policy or for any other reason the Municipality deems appropriate.

## **8.0 RESPONSIBILITIES**

- 8.1** Requests for issuing a proclamation shall be received and processed by the Clerk's office.
- 8.2** In the event that the request does not comply with this policy, the Clerk's office, will not include the request on the Council meeting agenda and will advise the organization/person submitting the request accordingly.

## **9.0 MONITORING**

- 9.1** The Clerk's office is responsible for implementing and monitoring proclamation activities.