


POLICY

	Policy:	Proclamations and Civic Recognition Requests Policy		
	Department:	Chief Administrative Policy		
	Division:	Clerks	By-Law No.:	N/A
	Administered By:	Municipal Clerk	Approval Date:	June 25, 2024
	Replaces:	N/A		
	Attachment(s):	N/A		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to enhancing public awareness of significant causes, events and commemorations of significance to the Town of Amherstburg and its citizens. Proclamation and other civic recognition requests may be issued in recognition of events, organizations or community groups within the Town.

2. PURPOSE

2.1. This policy provides a standard to govern requests for proclamations and illumination requests received and issued by the Town of Amherstburg.

3. SCOPE

3.1. This policy applies to all proclamation and illumination, requests received and issued by the Town of Amherstburg, herein after referred to as civic recognition requests.

3.2. Flag raising and lowering requests intended to raise public awareness about significant causes, events, and commemorations will adhere to the established policies and protocols for flying flags at Town buildings, properties, and facilities equipped with flagpoles.

3.3.

This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

4. DEFINITIONS

4.1. **Proclamation request** is a request for an official public announcement of declaration given by the Mayor and Council to formally recognize a special event which is deemed to be of interest and of benefit to a significant number of residents in the Town of Amherstburg.

4.2. **Illumination request** is a request to illuminate a municipal building equipped with multi-colour capable LED lighting installations in a specific colour to commemorate an event, organizations or community groups.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage or the Town (T:) drive.

5. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. GENERAL CONDITIONS

6.1. General Principles

- 6.1.1. Civic recognition requests are issued to acknowledge efforts, commitment and achievements of organizations, and community groups and to recognize public awareness campaigns, charitable fundraising campaigns and arts celebrations of significance to the Town.
- 6.1.2. Civic recognition requests may recognize a particular event, day, week or month.
- 6.1.3. Should unforeseen technical issues arise on the day of an impacted civic recognition, an alternate day will be offered.
- 6.1.4. The Town will not incur any expenses relating to the advertising and promotion of civic recognition requests.
- 6.1.5. Civic recognition requests for a particular day will be approved on a first come first serve basis.

6.2. Criteria for Requests

- 6.2.1. Approved requests for civic recognition requests must meet the following criteria:
 - 6.2.1.1. Shall be submitted by a representative of a non-profit group and/or charitable organization;
 - 6.2.1.2. Shall be in support of Town residents or related events taking place in Amherstburg (public awareness campaign);
 - 6.2.1.3. Must demonstrate respect and tolerance for all residents; and
 - 6.2.1.4. Should foster a sense of community.
- 6.2.2. Approved civic recognition requests include but are not limited to the following:
 - 6.2.2.1. Civic promotions;
 - 6.2.2.2. Arts celebrations;
 - 6.2.2.3. Charitable fundraising campaigns; and
 - 6.2.2.4. Public awareness campaigns.
- 6.2.3. Civic recognition requests will not be endorsed by Council of the Town for the following:
 - 6.2.3.1. Political parties or political organizations;
 - 6.2.3.2. Religious organizations or religious events or celebrations;
 - 6.2.3.3. Campaigns or events contrary to Town policies or by-laws;
 - 6.2.3.4. Celebrations, campaigns or events intended for profit-making purposes;
 - 6.2.3.5. Campaigns or events attempting to influence government policy; and
 - 6.2.3.6. Requests that support discrimination, hatred, violence or prejudice.

- a. The Town of Amherstburg will follow national and provincial guidance regarding public civic recognition. Guidance will be sought when needed.

6.3. Civic Recognition Request Submission

- 6.3.1. All organizations or community groups requesting a civic recognition must complete the Proclamation and Civic Recognition Request Form on the Town website.
- 6.3.2. Requests should be submitted at least two months in advance of the first date of recognition to facilitate eligibility review before the next scheduled Regular Council Meeting.
- 6.3.3. The following limitations related to civic recognition requests are noted for those submitting a request:
 - 6.3.3.1. Multi-year requests or those that are to be repeated indefinitely will not be considered and must be requested on annual basis;
 - 6.3.3.2. An organization does not have exclusive rights to the day, week or month of their civic recognitions; and
 - 6.3.3.3. Civic recognitions on a similar topic will be issued on a first come, first served basis

6.4. Civic Recognition Request Review

- 6.4.1. Civic recognition requests that meet the eligibility criteria will be included as correspondence for Council's consideration on a regular public agenda.
 - 6.4.1.1. Should Council be unable to convene before the date of the requested civic recognition, the Mayor, serving as the official spokesperson of the Town, may approve the request on behalf of the municipality. In this instance, the request will be presented to Council for informational purposes at the next available opportunity.

6.5. Public Communication for Civic Recognition Requests

- 6.5.1. Following consideration of a civic recognition request by Council, the Clerk or designate will advise the requesting organization/person in writing of the outcome of Council's consideration.
- 6.5.2. Civic recognitions that have been endorsed by Council will be disseminated to the public through the Town's standard social media platforms.
 - 6.5.2.1. The requestor is responsible for notifying any media or advertising outlets of the civic recognition events beyond the Town's standard social media communications.
- 6.5.3. Items such as decals, signs, banners, brochures, or similar items that accompany civic recognitions will not be displayed at the Town's facilities.

- 6.5.4. Requests for the Mayor's presence at a particular function or event linked to the civic recognition must be submitted through the Mayor Event Appearance Request Form on the Town website. Any requests for Council members' attendance should be managed through the Clerk's office.

7. RESPONSIBILITIES

- 7.1. **Council** has the authority and responsibility to:

- 7.1.1. Adopt the Proclamations and Civic Recognition Requests Policy; and,
- 7.1.2. Apply their discretion when considering civic recognition requests.

- 7.2. The **CAO** has the authority and responsibility to:

- 7.2.1. Ensure compliance with the Proclamations and Civic Recognition Requests Policy.

- 7.3. The **Clerk or designate** has the authority and responsibility to:

- 7.3.1. Review submitted requests to determine if it meets the eligibility criteria;
- 7.3.2. Request any necessary amendment to the request;
- 7.3.3. Advise the Mayor, in consultation with the CAO where appropriate, if a request does not comply with the eligibility criteria; and,
- 7.3.4. Notify the requester of the outcome of Council's consideration.

8. LEGISLATIVE REFERENCES