



THE CORPORATION OF THE TOWNSHIP OF NORWICH

SUBJECT: Proclamation Policy

DEPARTMENT: Council

EFFECTIVE: November 14, 2023 REVISED:

APPROVED BY: Council Resolution No.: 22

A. PURPOSE:

The purpose of this policy is to provide a standard for which proclamation requests are administered.

B. DEFINITIONS:

Township shall mean the Corporation of the Township of Norwich.

Proclamation shall mean a public or official announcement, to address a matter of importance to the Township and its citizens.

C. SCOPE:

The Township may issue proclamations to recognize public awareness campaigns, charitable fundraising campaigns, arts and cultural celebrations of significance in the Township of Norwich and/or County of Oxford area and requests from associations in which the Township subscribes as a member.

A proclamation may recognize a particular day, week or month and will only be issued in accordance with this policy.

Township Council has the authority to approve or deny requests for proclamations. The decision of the Council shall be final.

Proclamation Criteria

Proclamations are issued only to recognize Township of Norwich and/or County of Oxford organizations and not to individuals.

Proclamations must demonstrate an interest in or have a relationship with the Township and/or County and demonstrate respect for the residents of the Township including, but not limited to the following:

- Arts or cultural celebrations
- Charitable campaigns
- Civic promotions
- Public awareness campaigns
- Honouring organizations for special achievements

Requests for proclamations will be brought to Township Council for approval. Requests for proclamations will not be forwarded to Township Council for approval for any of the following:

- Political parties / organizations, election campaigns
- Public demonstrations or rallies
- Promotion of private / profit-making business
- Religious organizations, celebrations, events or holidays
- Any event contrary to the Township's policies, procedures and by-laws
- Events or organizations not directly aligned with the Township services and /or Strategic Goals
- Events or organizations with no direct connection to the Township of Norwich and/or County of Oxford
- National, Independence or Republic Days
- Illegal matters, including matters contrary to corporate policies or by-laws
- Discriminatory or inflammatory matters
- Matters intended to incite hatred or disorder
- Matters which are untruthful

D. PROCEDURE:

Proclamation requests must be submitted using the online form and shall include:

- Background information about the cause or event being proclaimed.
- Proposed date and duration of proclamation.
- Organizations may request one proclamation within one calendar year (January 1 to December 31).
- If approved by Council, the Clerk's Office will provide the organization with an electronic Proclamation Certificate.
- If the request is not approved by the Township Council, the Clerk's Office will prepare a letter of denial, including the reason why.