



Proclamation Policy

1. POLICY STATEMENT

Sacred Fires are a vital component of Indigenous culture, symbolizing unity, healing, and spiritual connection. By permitting and supporting these fires, the Township of The Archipelago is committed to upholding the rights and traditions of Indigenous Peoples and to fostering a respectful and inclusive community for all residents.

2. PURPOSE

The purpose of this policy is to provide a vehicle that will encourage public awareness and provide recognition for events and activities that are significant to the Township of The Archipelago. This policy also provides directives that will address how to process requests for proclamations, while defining those types of events and activities that are not to be considered for proclamation.

3. DEFINITIONS

In this policy:

“Clerk” means the individual appointed as the Clerk of the Township of The Archipelago;

“Council” means the Council of the Corporation of the Township of The Archipelago comprised of the Reeve and Councillors; and

“Proclamation” means a public or official announcement, particularly one dealing with a matter of great importance that may be endorsed by Council of The Township of The Archipelago and may be recognized on a particular day, week, or month.

4. PROCLAMATION CRITERIA

Proclamations that are of significance to the Township of The Archipelago may be endorsed by the Council of Township of The Archipelago for the following:

- a) Civic promotions;
- b) Public awareness campaigns;
- c) Charitable fundraising campaigns;
- d) Arts and cultural celebrations; or
- e) To honour individuals, institutions, or organizations for special achievements.

Only proclamations that involve participation by the Township of The Archipelago or its residents will be considered for endorsement.

Proclamations will not be endorsed by the Council of the Township of The Archipelago for the following:

- a) Matters of political controversy, ideological or religious beliefs, or individual conviction;
- b) Events or organizations with no direct relationship to the Township of The Archipelago;
- c) Celebrations, campaigns or events contrary to law, Municipal Policies or By-laws;
- d) Promotion of business, commercial enterprise, or campaigns intended for profit-making purposes; or
- e) Matters attempting to influence government policy.

5. SUBMITTING A PROCLAMATION REQUEST

All organizations or persons submitting a request for a proclamation must complete a Proclamation Request Form attached as Appendix A to this Policy. Proclamation Request Forms shall be submitted to Clerk.

Requests must be submitted at least four weeks prior to the proclamation date. Township Council Meetings are generally held the third Friday of the month. It is recommended that applicants review the Council schedule to ensure their proclamation request will be considered at an appropriate time in respect to the proclamation date.

The following limitations related to proclamation requests are noted for those submitting a request:

- a) An organization may only request one proclamation annually;
- b) An organization does not have exclusive rights to the day, week or month of their proclamation;
- c) Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis;
- d) Proclamations on a similar topic will be issued on a first come, first served basis; and
- e) The Township will not incur any expenses related to the advertising or promotion of a proclamation.

6. REVIEW OF PROCLAMATION REQUESTS

Proclamation requests will be reviewed by the Clerk to confirm that they meet the eligibility criteria of this Policy. Should the proclamation request meet the eligibility criteria, the Clerk reserves the right to edit and revise the wording of the proclamation at his or her discretion.

In the event that the request does not comply, the Clerk will advise the applicant in writing.

7. PROCLAMATION WITH FLAG RAISING

Proclamation requests that include a flag raising may be permitted, provided that the proclamation request is in accordance with the proclamation criteria outlined in this Policy, and that the flag raising does not conflict with the Municipal Flag Policy.

8. COUNCIL ENDORSEMENT OF PROCLAMATION REQUESTS

Eligible proclamation requests will be considered at Regular Council Meetings. Following consideration of a Proclamation Request by Council, the Clerk will advise the organization/person who submitted the Proclamation Request Form of Council's decision.

Proclamations that have been endorsed by Council will be noted on the "Proclamations" page of the Township website and will remain listed for a period ending on December 31st of the year in which the proclamation was endorsed.

If approved, decorations such as decals, signs, banners, brochures, or similar items that accompany a proclamation or public awareness campaign will not be displayed at Township facilities unless, at the sole discretion of the Clerk, it is determined that they provide information of significant value to residents of the Township.

Arrangements for the Reeve and/or Member(s) of Council to attend a specific function or event related to the proclamation are to be coordinated through the Clerk.

9. RECORD OF PROCLAMATIONS

The Clerk will maintain a record of all Proclamation Requests received. These records will include when the request was received, the proclamation period, whether the proclamation request was granted or denied, and the date approval was granted.