Report to the Corporate Services Committee

To: Chair and Members

Corporate Services Committee

From: Michael Schulthess, City Clerk

Subject: Issuance of Proclamations

Date: September 16, 2024

Recommendation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the Issuance of Proclamations:

- a) the Civic Administration **BE ADVISED** on how Municipal Council wishes to proceed with issuance of municipal proclamations; and
- b) the report dated September 16, 2024 with respect to this matter, **BE RECEIVED**.

Executive Summary

This report summarizes the results of an environmental scan and presents several options for Council's consideration regarding the Issuance of Proclamations Policy.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

- 11th Report of the Corporate Services Committee (June 21, 2021)
- 3rd Report of the Corporate Services Committee (January 6, 2020)
- 1st Report of the Corporate Services Committee (December 3, 2019)
- 9th Report of the Strategic Priorities and Policy Committee (July 23, 2018) 11th Report of the Governance Working Group (June 25, 2018)
- 16th Report of the Strategic Priorities and Policy Committee (September 18, 2017)
- 4th Report of the Governance Working Group (August 21, 2017)

1.2 Background

Council passed the following resolution at its regular meeting held on June 4, 2024:

That the following actions be taken with respect to the proclamation requests listed on the agenda for the May 27, 2024 Corporate Services Committee:

- a) the issuance of proclamations BE REFERRED to a future meeting of the Corporate Services Committee; and
- b) the Civic Administration BE DIRECTED to review the current Issuance of Proclamations Policy, including clarifying that requests for proclamations can be made by individuals, and report back to a future meeting of the Corporate Services Committee.

The current Issuance of Proclamations Council Policy is <u>attached</u> as Appendix "A", along with the current Proclamation Request Form, <u>attached</u> as Appendix "B".

1.3 Issuance of Proclamations – Chronology

1960s-1990s

A review of past Council minutes throughout the 1960's, 70's and 80's reveals that proclamations were occasionally made by London City Council. However, there is no record of a formal policy related to the approval of proclamations until 1989, although policies from 1967 and 1972 addressed the responsibility for newspaper publication costs of such proclamations.

During the pre-1989 period, requests for proclamations were forwarded to Council for consideration via the Board of Control. Examples of proclamations issued during this time are <u>attached</u> as Appendix "C".

In 1989, Council enacted a policy regarding the issuance of proclamations, which were then issued at the discretion of the Mayor on behalf of the municipality.

On October 19, 1998, the issuance of proclamations was ceased by Council, and this remained unchanged for the next two decades.

2020 Policy

On October 15, 2019, Council directed Civic Administration to report back to the Corporate Services Committee regarding an issuance of proclamations policy. This direction resulted in a resolution and by-law on January 14, 2020, which resumed the issuance of proclamations in the City of London for a one-year pilot period. Under the new policy, proclamations would be issued by Council rather than the Mayor.

Following the conclusion of the pilot period, the practice was continued, and proclamations have been issued pursuant to that policy since that time.

Proclamations issued from the start of the pilot program to the present are included for reference as Appendix "D".

1.4 Environmental Scan – Current Practices in Ontario

An environmental scan of proclamation policies in twenty-seven Ontario municipalities, including many of the largest cities, has been undertaken. Although there is a variety of approaches, the City of London's policy is generally consistent with those municipalities that issue proclamations. A summary of information gathered is <u>attached</u> as Appendix "E".

A number of municipalities do not issue proclamations. These municipalities include Mississauga, Hamilton, Kitchener, Guelph, Cambridge, Waterloo, St. Catherines, Kawartha Lakes, and Chatham-Kent.

Notable policy features identified during the scan include restrictions on issuance to organizations rather than individuals, linkage of proclamation to strategic plan priorities, and prohibition of proclamations related to religious or political events.

In terms of proclamation requests made by individuals, almost all municipalities require that the requestor be a local organization or community group. The current Issuance of Proclamations Policy states that "an organization may request one proclamation per calendar year" and that "organizations do not have exclusive rights to the day, week, or month being proclaimed." Although this can be reasonably interpreted as restricting applications to organizations, the policy could be amended to be more explicit, should proclamations continue—whether to permit or prohibit applications from individuals.

2.0 Discussion and Considerations

The following non-exhaustive options are presented for Council's consideration:

Option 1 – Status Quo

Council could continue the issuance of proclamations under the existing policy or as amended.

If Council directs that status quo be maintained, Civic Administration could be directed to bring forward amendments to the current policy to clarify whether applications from individuals would be accepted or not. Additionally, amendments to the Issuance of Proclamations Policy could be brought to a future Council Meeting, in line with the Council resolution dated July 6, 2021:

- application process refinements to require a specific local contact in the City of London;
- ii) an expanded promotion plan for proclamations, through Corporate social media;
- iii) revisions that would permit multiple, distinct proclamation requests from the same organization.

Option 2 - Pause Proclamations to Align Intake - One Year

A pause in proclamations would allow for the intake period (or periods) to be aligned to a more regular submission window, rather than the current "rolling" ad-hoc process. This alignment is particularly important if Council wishes to assign vetting to a body such as a Community Advisory Committee or working group, as outlined in Option 3 below. Should Council choose this option, proclamations could be paused for one year, with any submissions received in the 2025 calendar year considered for issuance the following year.

Option 3 - Initial Review by DIACAC

Council could direct that DIACAC (or other committee/working group) review all applications based on specific criteria as set out in the policy, resulting in a recommendation to a standing committee for each proclamation request. If Council selects this option, a checklist for the review group could be created in consultation with the ARAO Office to guide their evaluation of each application.

Note that this option would require a pause in proclamations to align the intake period with the committee's meeting cycle. Accordingly, this option is recommended to be combined with Option 2, above, should Council wish to proceed in this manner.

Option 4 – Cease Issuance of Proclamations

Council could cease the issuance of proclamations through a resolution and a rescission of the Issuance of Proclamations Policy.

3.0 Financial Impact/Considerations

There is no financial impact at this time.

Conclusion

It is recommended that this report be received for information and that Civic Administration be advised on how Council wishes to proceed with the issuance of proclamations. The City Clerk's Office extends its thanks to the Anti-Racism and Anti-Oppression Office for their assistance and guidance in preparing this report.

Prepared by and

Recommended By: Michael Schulthess, City Clerk

Appendix 'A' – Issuance of Proclamations Policy

Appendix 'B' – Proclamation Request Form

Appendix 'C' – City of London Issued Proclamations Pre-1989

Appendix 'D' – City of London Issued Proclamations 2020-2024

Appendix 'E' – Proclamation Policy Environmental Scan

c. S. Govindaraj, Director, Anti-Racism, Anti-Oppression



Issuance of Proclamations Policy

Policy Name: Issuance of Proclamations Policy

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-115-367);

Amended July 24, 2018 (By-law No. CPOL.-115(a)-418)

Last Review Date: January 6, 2020 Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy sets out the requirements for the issuance of proclamations.

2. Definitions

2.1 Not applicable.

3. Applicability

3.1 This policy shall apply to any request for the issuance of proclamations on behalf of the City of London.

4. The Policy

4.1. Proclamations are ceremonial documents issued and signed by the Mayor on behalf of City of London Council that officially recognizes public awareness campaigns; charitable fundraising campaigns; and arts and cultural celebrations of organizations that reside/operate within the City of London. The requester must clearly identify the significance and connection of the proclamation to the mandate and goals as set out in the City of London's Strategic Plan. A proclamation does not constitute a personal or civic endorsement.

Application Process

- a) Proclamations requests are to be submitted on the City of London Application form to the City Clerk's Office at least six (6) weeks in advance of the requested issuance date.
- b) The Application must provide sufficient background information about the organization, cause or event being proclaimed and the proposed text for inclusion in the proclamation. The proposed text is subject to approval by the City of London to ensure compliance with City of London's polices and by-laws.
- c) Upon receipt of the Application, the City Clerk's Office will review the Application in accordance with this Policy and if the Application appears to be in compliance with the Policy, the Application will be placed on the next available Corporate Services Committee meeting for consideration.
- d) The Corporate Services Committee will review the Application and provide a recommendation to the Municipal Council for consideration with respect to the disposition of the Applications.

Administration of Policy:

- e) The cause or event must contribute to the economic, social and cultural fabric of the City of London.
- f) Repeat requests must be submitted on an annual basis.
- g) An organization may request one proclamation per calendar year.
- h) Organization do not have exclusive rights to the day, week, or month being proclaimed.
- i) Proclamations of a similar topic will be issued on a first come first served basis.
- j) The City of London will not incur any expenses relating to the advertising or promotion of a proclamation. Recipients are responsible for the promotion of the proclamation, organization of related activities and for all associated costs.
- k) Proclamations will not be issued for:
 - Matters of political controversy, ideological or religious beliefs or individual conviction.
 - Events or organizations with no direct connection to the City of London.
 - Campaigns or events contrary to City of London policies or by-laws.
 - National, Independence or Republic Days.
 - Campaign or events intended for profit-making purposes.
 - Recognition of individuals.
 - Recognition of events or organizations that espouse discrimination, hatred, violence or racism.
 - Matters attempting to influence government policy.
 - Matters designed to incite hatred or disorder.
- I) The City of London reserves the right to refuse to issue a proclamation.

Proclamation Request Form

Request for the issuance of proclamations is governed by Council Policy. Requests are recommended **2 months** in advance of the requested issuance date and may be emailed ClerksApprovalRequests@london.ca or mailed to City Hall, P.O. Box 5035 London, ON N6A 4L9.

Name of Organization
Proclamation Name
Date of Proclamation Requested
Proclamation Type (day, week or month)
Organization's Direct Connection to London (provide specific details)
Required Supporting Documents: Detail information on the Organization Detail information on the Event Confirmation of authorization from the Organization to submit request
<u>Category</u> (public awareness campaigns, charitable funding campaigns, arts and cultural celebrations)
Requester Name
Requester Address
Requester Phone Number and Email
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws.
Signature Date
Notice of collection of personal information Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25 and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to Manager, Records and Information Services, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489 ext. 5590.

Sampling of Proclamations 1960s - 1980s

"International Co-operation Week" (need for assisting the developing nations 1965)

"Heart Sunday" (Ontario Heart Foundation 1965/66)

"Brotherhood Week" (1966)

"Better Vision Week" (1967)

"Youth Appreciation Week" (1967)

"Nigeria/Biafra Day" (request via Canadian Catholic Organization for Development and Peace, the Canadian Council of Churches, Red Cross Society, Save the Children Fund, UNICEF and Oxfam of Canada)

"Grape Boycott Day" (London and District Labour Council, 1968)

"National Health Week" (request of the Medical Officer of Health 1969)

"World Week" (London Committee – International Development 1969)

"Indian Days of London" (N'Amerind, London's Indian Friendship Centre, 1971)

"Lithuanian Canadian Weekend" (1970)

"Anti-Pollution Week" (London and District Labour Council, 1970)

"Toastmasters Anniversary Month" (1972)

"Missions Week" (Mission Services of London, 1972)

"Police Appreciation Day" (1973)

"Business Women's Week" (London Business and Professional Women's Club, 1973)

"Youth Temperance Education Week" (London Women's Christian Temperance Union, 1974)

"Police Week", "Mundialization of the City of London", "Children with Learning Disabilities Week", "Epilepsy Week", "World Environment Day" and "Hearing and Speech Month" (one motion 1974)

"Salvation Army Red Shield Week" (1975)

"Heritage Weekend" (Kinsmen Club of West London, 1976)

"Northern Land Claims Week" (Southern Support Group for the Indian Brotherhood and Metis Association of the Northwest Territories, 1976)

"Support for the Arts Day" (1978)

"Block Parent Month" (1980)

"Knights of Columbus Week" (1982)

"Human Rights Day" (1982)

"Physical Fitness Week/Day" (1983)

"Easter Seal Week" (1985)

"Forest Fire Prevention Week" (1986)

"Community Justice Week" (Request of the Attorney General of Ontario, 1986)

City of London Issued Proclamations - 2020-2024

2024

November 1984 Sikh Genocide – October 31 – November 5, 2024

Orange Shirt Day/National Day for Truth and Reconciliation – September 30, 2024

National British Home Child Day - September 28, 2024

National Hunting, Trapping and Fishing Day – September 21, 2024

Life as a Refugee (LAAR) 2024 - June 20, 2024

World Sickle Cell Awareness Day, Ontario Sickle Cell Awareness Day - June 19, 2024

BGC Club Day - June 7, 2024

Day of Remembrance of Our London Family – June 6, 2024

June 1984 Sikh Genocide - June 1 - 10, 2024

Apraxia Awareness Day - May 14, 2024

32nd Falun Dafa Day Anniversary Celebrations-May 13, 2024

London Run for Ovarian Cancer Week – May 6-12, 2024

National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirited People – May 5, 2024

World Press Freedom Day - May 3, 2024

GBS and CIDP Awareness Month - May 2024

Sikh Heritage Month – April 2024

U.N. Day for the Elimination of Racial Discrimination – March 21, 2024

Multiple Myeloma Awareness Month - March 2024

World Thinking Day - February 22, 2024

National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia – January 29, 2024

2023

Recognizing the Salvation Army Week – December 18 - 24, 2023

Hindu Heritage Month - November 2023

Turkish Republic Day - October 29, 2023

Probus Month - October 2023

Sikh Genocide Awareness Week - November 1-8, 2023

National British Home Child Day - September 28, 2023

Orange Shirt Day/National Day for Truth and Reconciliation - September 30, 2023

Rail Safety Week in the City of London – September 18 – 24, 2023

Blood Cancer Awareness Month – Leukemia and Lymphoma Society of Canada – September 2023

Arthritis Awareness Month – September 2023

Freedom of the City – September 23, 2023

Terry Fox Week – September 11 – 18, 2023

Emancipation Month

Pride London Festival (Pride in London) – July 13 – 23, 2023

Azerbaijan Democratic Republic - June 7, 2023

Childhood Cancer Awareness Month – September 2023

Life As A Refugee Event – June 20, 2023

Longest Day of SMILES - June 18, 2023

World Press Freedom Day - May 3, 2023

Day of Remembrance of our London Family - June 6, 2023

National Day of Awareness for Missing & Murdered Indigenous Women & Girls & Two-Spirit People – May 5, 2023

2023 31st Falun Dafa Day - May 13, 2023

BeADonor Month – April 2023

Guillain-Barre Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month – May 2023

Apraxia Awareness Day - May 14, 2023

BGC Club Day – June 2, 2023

Parental Alienation Awareness Day – April 25, 2023

International Francophonie Day – March 20, 2023

Save Soil Day – March 21, 2023

Trans Day of Visibility – March 31, 2023

International Day of Significance – March 21, 2023

World Thinking Day – February 22, 2023

Sikh Heritage Month – April 2023

International Day of Zero Tolerance for Female Mutilation/Cutting – February 6, 2023

Multiple Myeloma Awareness Month – March 2023

Black History Month - February 2023

National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia – January 29, 2023

2022

Treaties Recognition Week – November 6 – 12, 2022

Rail Safety Week – September 19 – 25, 2022

Orange Shirt Day/ National Day for Truth and Reconciliation – September 30, 2022

Canadian Islamic History Month (2007) and Ontario Islamic Heritage Month (2016) – October 2022

Terry Fox Week – September 12 – 18, 2022

Blood Cancer Awareness Month Leukemia & Lymphoma Society of Canada – September 2022

Light the Night Day for the Leukemia & Lymphoma Society of Canada – October 22, 2022

Emancipation Month – August 2022

National Coaches Week – September 17 – 25, 2022

World Patient Safety Day - September 17, 2022

Make Canada Gold – September 1, 2022

Srebrenica Genocide Remember Day – July 11, 2022

Day of Remembrance of Our London Family - June 6, 2022

Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month – May 2022

Falun Dafa Week 2022 - May 13, 2022

World Press Freedom Day – May 3, 2022

Sikh Heritage Month – April 2022

International Day for the Elimination of Racial Discrimination – March 21, 2022

National Day of Remembrance of the Québec City Mosque Attack and Action Against Islamophobia – January 29, 2022

Black History Month - February 2022

Bullying Elimination Week – May 23 – 30, 2022

2021

Salvation Army Week - December 17, 2021

International Day for the Elimination of Violence Against Women - November 25, 2021

Light the Night Day for the Leukemia & Lymphoma Society of Canada – October 23, 2021

Economic Abuse Awareness Day - November 26, 2021

Dyslexia Awareness Month – October 1, 2021

October is Caribbean Heritage Month in Canada - October 1-31, 2021

Orange Shirt Day/National day for Truth and Reconciliation – September 30, 2021

World Patient Safety Day - September 17, 2021

Childhood Cancer Awareness Month – September 2021

Longest Day of Smiles - June 20, 2021

Indigenous Peoples Day - June 21, 2021

June is Deafblind Awareness Month - June 2021

World Migratory Bird Day - May 8, 2021

Apraxia Awareness Day - May 14, 2021

Stop Asian Hate London - May 10, 2021

Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating

Polyneuropathy (CIDP) Awareness Month – May 2021

Southwestern Ontario Film Week – October 17-24, 2021

Intersex Awareness Day – October 26, 2021

World Press Freedom Day - May 3, 2021

Sikh Heritage Month - April 2021

Personal Support Worker Day – May 19, 2021

Black History Month - February 2021

International Day of Zero Tolerance for Female Genital Mutilation - February 6, 2021

2020

Black History Month - February 2020

Sikh Heritage Month - April 2020

April Limb Loss Awareness Month - April 2020

GBS-CIDP Foundation of Canada Day - May 5, 2020

25. Commemoration of the Srebrenica Genocide - July 11, 2020

FASD Awareness Day – September 9, 2020

Terry Fox Week – September 13 – 20, 2020

World Patient Safety Day – September 17, 2020

Mitochondrial Disease Awareness Week – September 13, -19, 2020

Respiratory Therapy Week – October 25 – 31, 2020

Dwarfism Awareness and Acceptance Month

Dyslexia Awareness Month

Appendix "D"

Fung Loy Kok Institute of Taoism 50th Anniversary

Day of Awareness for Survivors of Financial Abuse and Economic Injustice

Proclamations Request Environmental Scan

An environmental scan of twenty-seven Ontario municipalities was conducted to better understand the criteria for issuing proclamations within their respective jurisdictions. It is important to note that many municipalities have adopted very similar criteria for issuing proclamations. Below is an overview of the issuing criteria:

Municipalities Not Issuing Proclamations

The following municipalities within the environmental scan do not issue proclamations:

- 1. City of Mississauga (pop. 717,961)
- 2. City of Hamilton (pop. 569.353)
- 3. City of Kitchener (pop. 256,885)
- 4. City of Guelph (pop. 143,740)
- 5. City of Cambridge (pop. 138,479)
- 6. City of St. Catherines (pop. 136,803)
- 7. City of Waterloo (pop. 121,436)
- 8. City of Chatham-Kent (pop. 103,988)
- 9. City of Kawartha Lakes* (pop. 79,247)

Issuing Responsibility

For those municipalities issuing proclamations, requests are approved and issued by one of the following: Council, Mayor/Warden, or Clerk.

Name	Population	Council	Mayor or Warden	Clerk
Brampton	656,480	V		
Brantford	104,688	V		
Burlington	186,948		V	
Clarington	101,427		V	
Greater Sudbury	166,004		V	
Kingston	132,485	V		
Markham	338,503	V		
Newmarket	87,942			V
Oakville	213,759		V	
Ottawa	1,017,449		V	
Oshawa	175,383			V
Oxford County	121,781		V	
Pickering	99,186	V		
Richmond Hill	202,022		V	
Toronto	2,794,356		V	
Vaughan	323,103	V		
Whitby	138,501	V		
Windsor	229,660		 ✓	

Issuance Criteria

Below are the most frequently used or notable criteria for eligibility to submit a proclamation request:

Name	Local Organization or Community Group	Related or contribute to local matters or has local significance*	Strategic Plan
Brampton	V	V	
Brantford	V	abla	
Burlington	 ✓	V	
Clarington	V	abla	
Greater Sudbury	V	abla	
Kingston	 ✓	abla	
Markham	V		
Newmarket	 ✓	abla	
Oakville	 ✓	abla	
Ottawa	 ✓		
Oshawa	 ✓	V	
Oxford County	 ✓	abla	V
Pickering	V		
Richmond Hill	V	V	
Toronto	V	V	V
Vaughan			
Whitby	I		
Windsor			

Local matters include:

- Relates to a cause or event that contribute to the economic, social, and cultural matters
- Event has significance to the respective community
- Supporting residents and events happening in the community

In addition, some municipalities will issue proclamations for requests submitted by individuals if they reside in the municipality.

Eligible Causes

Municipalities define the following as eligible causes for issuing a proclamation:

Name	Public Awareness	Charitable Initiatives	Arts & Culture	Civic Promotion
Brampton	V	V	V	
Brantford	V	V	V	√
Burlington	V			
Clarington	V	V	V	
Greater Sudbury		V		V
Kingston	V			
Markham	V			
Newmarket	V	V	V	
Oakville	V	V	V	√
Ottawa		V	V	
Oshawa	V	V	\	
Oxford County	V	V	V	V
Pickering	V	V	V	abla
Richmond Hill	V	V	\	\checkmark
Toronto	V	V	V	
Vaughan	V	V	V	√
Whitby	V	V	V	V
Windsor				

In addition, some municipalities will issue proclamations in recognition of special achievements or organizations or individuals.

Appendix "E"

Ineligible Causes

Municipalities define the following as ineligible causes for issuing a proclamation:

Name	Political Matters	No Relationship to Municipality	Contrary to Policies, Procedures, or By-laws	Profit Making or Business	Religious matters or organizations
Brampton	V	V	V	V	
Brantford	V	V		✓	V
Burlington	✓		✓	✓	
Clarington	V	✓	V	V	
Greater Sudbury				V	
Kingston	✓	✓	✓	✓	☑
Markham	✓		✓	✓	✓
Newmarket	✓		✓	✓	
Oakville	V	V	\checkmark	✓	abla
Ottawa	V	V	V	✓	\
Oshawa	V	V	V	✓	V
Oxford County	Z		V	V	V
Pickering	V	V	\checkmark	✓	abla
Richmond Hill	☑	V	V	V	V
Toronto	√	V	V	V	
Vaughan	√	V	V	V	V
Whitby	V	V	V	V	V
Windsor	✓		V	✓	✓

In addition, several municipalities will not issue proclamations for instances that incite hatred discrimination or divisiveness within the community or matters that are illegal or untruthful.