

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 6, 2020
FROM:	CATHY SAUNDERS, CITY CLERK
SUBJECT:	ISSUANCE OF PROCLAMATIONS POLICY

RECOMMENDATION

That on the recommendation of the City Clerk, the report dated January 6, 2020 entitled "Issuance of Proclamations Policy" BE RECEIVED.

PREVIOUS REPORTS RELATED TO THIS MATTER
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16th Report of the Strategic Priorities and Policy Committee (September 18, 2017) – 4th Report of the Governance Working Group (August 21, 2017)

9th Report of the Strategic Priorities and Policy Committee (July 23, 2018) - 11th Report of the Governance Working Group (June 25, 2018)

1st Report of the Corporate Services Committee (December 3, 2019)

DISCUSSION

At the December 10, 2019 meeting, the Municipal Council resolved:

"That the Civic Administration BE DIRECTED to bring forward a report to the Corporate Services Committee meeting to be held on January 6, 2020, with a revised draft proclamation policy that is similar to the policy of the City of Toronto and that would provide for the authority for municipal proclamations to be delegated. "

In response to the above-noted direction, attached as Appendix "A" to this report is a draft by-law and Council Policy providing for the issuance of proclamations that reflects the process followed by the City of Toronto, but has been modified to include wording from the City of Ottawa "Proclamation Procedures" to provide further clarity as to the purpose and restrictions that will be in place when consideration requests. It is noted that the City of Toronto does not have a written Council Policy regarding this matter.

The above-noted draft policy has also been modified to reflect other sample municipalities in order to provide Council with the opportunity to consider the requests. The rationale for this change is to allow the Municipal Council to monitor the number and scope of requests, as well as to ensure that any proclamations issued accomplish the appropriate level of municipal recognition that is intended from the Municipal Council, and is sought by the organizations. Applications would be accompanied by supporting research documentation, as appropriate, prepared by the City Clerk's Office.

Should the Municipal Council decide to proceed with the issuance of proclamations, the Civic Administration has prepared the attached draft Application Form (Appendix "B") for consideration. The draft Application Form is consistent with the Application Form used by the City of Toronto and the City of Ottawa.

Subsequent to the December 3, 2019 Corporate Services Committee meeting, the Civic Administration reached out to the City of Toronto seeking additional information as to their experience with requests for the issuance of proclamations. As indicated above, the City of Toronto does not have a Policy, but instead relies on written criteria. They indicate that they are currently considering reviewing their process and may implement a Policy. The City of Toronto staff indicate that requests for proclamations are

processed by the four staff in the “Strategic Protocol and External Relations Division” of the City Clerk’s Office. They indicate that they have declined some requests for proclamations that do not meet their criteria. It is noted however that the issuance of a proclamation is at the discretion of the Mayor.

The Civic Administration also reached out to the City of Ottawa seeking further clarification with respect to their process, specifically as it relates to a recent issue that was referenced by a Council Member at the December 3, 2019 Corporate Services Committee meeting. The City of Ottawa staff indicate that they have not encountered specific issues with respect to proclamations, however they do “strictly enforce the Proclamation Procedures”, resulting in some requests being declined. With respect to staffing support, the City of Ottawa has one Protocol Advisor responsible for the administration of proclamation requests.

The City of Ottawa staff indicated that there was an issue with respect to their approach to flag raisings approximately 18 months ago, resulting in the staff reviewing the flag raising procedures and the Proclamation Procedures.

It is the Civic Administration’s understanding that the City of Toronto and the City of Brampton are currently reviewing their Proclamation Procedures, noting that the City of Ottawa undertook a recent review.

In order to respond to questions with respect to potential costs and staffing implications to implement the Policy, Municipal Council may wish to consider a one-year pilot of the Policy with a report back providing this information. This report back could also provide information on any potential amendments that may be recommended to the Policy based on the experience during the one-year pilot.

PREPARED BY AND RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK

APPENDIX “A”

Bill No.
2020

By-law No. CPOL.-

A by-law to repeal Council Policy By-Law No. CPOL.-115-367, as amended by By-law No. CPOL.-115(a)-418, being “Issuance of Proclamations Policy” and replace it with a new Council policy entitled “Issuance of Proclamations Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-115-367, as amended by By-law No. CPOL.-115(a)-418, being “Issuance of Proclamations Policy” and replace it with a new Council policy entitled “Issuance of Proclamations Policy”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-115-367, as amended by By-law No. CPOL.-115(a)-418) “Issuance of Proclamations Policy” is hereby repealed.
2. The Policy entitled “Issuance of Proclamations Policy” attached as Schedule “A” to this by-law is hereby adopted.
3. This by-law comes into effect on the day it is passed.

PASSED in Open Council on _____, 2020.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading –
Second Reading –
Third Reading –



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 policies 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.
- l) The City of London reserves the right to refuse to issue a proclamation.

APPENDIX "B"

Proclamation Request Form

Requests for the issuance of proclamations are governed by Council Policy (excerpted below). Requests must be received at least six (6) weeks in advance of the requested issuance date and may be emailed to the City Clerk at ClerksApprovalRequests@london.ca or mailed to City Hall, P.O. Box 5035 LONDON, ON, N6A 4L9.

Request details

Name of Organization
Date Proclamation Required
Proclamation Name
Proclamation Type (day), (week), (month)
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)
Requester Name
Requester Telephone Number
Requester Email Address
Requester Address
Required Supporting Documents <ul style="list-style-type: none">• Detail information on the Organization• Detail information on the Event• Confirmation of authorization from the Organization to submit the request
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, S.O. 2001, c. 25</i> 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 the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: csaunder@london.ca

Issuance of Proclamations Policy Excerpts

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.

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