

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING MARCH 9, 2020</b>
<b>FROM:</b>	<b>CATHY SAUNDERS CITY CLERK</b>
<b>SUBJECT:</b>	<b>APPLICATION – ISSUANCE OF PROCLAMATION GURU NANAK MISSION SOCIETY, LONDON ON</b>

**RECOMMENDATION**

That, the Civic Administration BE ADVISED as to how Municipal Council wishes to proceed with the attached (Appendix “A”) Proclamation request.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Corporate Services Committee – December 3, 2019  
Corporate Services Committee – January 6, 2020

**BACKGROUND**

The Issuance of Proclamations Policy is attached as Schedule “A” for information purposes.

**CONCLUSION**

The Civic Administration is seeking direction from the Municipal Council as to how they wish to proceed with the attached (Appendix “A”) proclamation request received on February 14, 2020 from the Guru Nanak Mission Society, London ON requesting that the month of April be proclaimed “Sikh Heritage Month”.

The following sets out the review process for Applications for proclamations:

- The cause or event must contribute to the economic, social and cultural fabric of the City of London
- Proclamations will not be issued for the following:
  - I. Matters of political controversy, ideological or religious beliefs or individual conviction
  - II. Events or organizations with no direct connection to the city
  - III. Campaigns or events contrary to City of London policies or by-laws
  - IV. National, Independence or Republic Days
  - V. Campaigns or events intended for profit-making purposes
  - VI. Recognition of individuals
  - VII. Recognition of events or organizations that espouse discrimination, hatred, violence or racism
  - VIII. Matters attempting to influence government policy
  - IX. Matters designed to incite hatred or disorder

The Civic Administration is seeking direction from Municipal Council with respect to this matter.


<b>SUBMITTED BY:</b>
<b>CATHY SAUNDERS CITY CLERK</b>

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](mailto:ClerksApprovalRequests@london.ca) or mailed to City Hall, P.O. Box 5035 LONDON, ON, N6A 4L9.

**Request details**

Name of Organization	Guru Nanak Mission Society
Date Proclamation Required	April 2020
Proclamation Name	Sikh Heritage Month
Proclamation Type (day), (week), (month)	month
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)	A Cultural Celebration
Requester Name	Saravinder Singh Dohil & Shawna Lewkowit
Requester Telephone Number	
Requester Email Address	gurunanak.mission.society@gmail.com
Requester Address	951 Ketteridge St. London N6H0E7
Required Supporting Documents	<ul style="list-style-type: none"> <li>• Detail information on the Organization</li> <li>• Detail information on the Event</li> <li>• Confirmation of authorization from the Organization to submit the request</li> </ul>
<p>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.</p>	
Signature	Date
	Feb-13-2020
<p><b>NOTICE OF COLLECTION OF PERSONAL INFORMATION</b></p> <p>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: <a href="mailto:cсаunder@london.ca">cсаunder@london.ca</a></p>	



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.

## GURU NANAK MISSION SOCIETY, LONDON ON |

951 Kettleridge Street, London, ON N6H 0E7 1-833-335-9622  
[gurunanakmissionsociety@gmail.com](mailto:gurunanakmissionsociety@gmail.com)

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City of London,  
300 Dufferin Avenue,  
London, ON N6A 4L9

**RE: Request for Proclamation: April as Sikh Heritage Month**

The Sikh community has been a proud member of the City of London for many years. It is known for its generosity, hospitality and rich culture and heritage. To this end, we would like the City of London to proclaim April as Sikh Heritage Month. We chose April as it is the birth of Khalsa or Sikh community.

We are consistently working to aid those in need of help regardless of their race or creed. Last Christmas, we distributed hundreds of hats and mittens to people experiencing homelessness. We served food at the corner of Richmond and Angel street. We have affiliations with United Way and Men's Mission. We are well integrated into the fabric of London's community and embrace any opportunity to help. We encourage our youth to take on the service we so proudly do.

Sikh history with Canada goes back to fighting side by side in both of the Great Wars. Celebrating Sikh Heritage month provides opportunities to see the best of our culture and allows us to forge greater bonds within London. We would be joining other Ontario cities such as Ottawa Hamilton, Windsor, the Province of Ontario and our Federal government who all proclaimed April as Sikh Heritage Month.

We feel London is one of the leaders in showcasing diversity and inclusion. By proclaiming April as Sikh Heritage month, London becomes actively engaged in the process of providing support to all Londoners to feel welcome. Through sharing knowledge and history, Londoners build the community that collaborates and progresses the City into a positive direction for today and future generations. Thank you for considering our application. Should you have any questions, please feel free to reach out.

Sincerely,

Sarvarinder Singh Dohil, President Guru Nanak Mission Society  
[gurunanakmissionsociety@gmail.com](mailto:gurunanakmissionsociety@gmail.com)

Shawna Lewkowitz, Community Leader  
[shawna@lewkowitz.com](mailto:shawna@lewkowitz.com)

Proclamation text:

### **Sikh Heritage Month – April, 2020**

That, April 2020 BE PROCLAIMED as Sikh Heritage Month in the City of London; it being noted on the application under the Issuance of Proclamations Policy, to recognize and proclaim "Sikh Heritage Month" on April 1st 2020 to April 30th 2020; it being further noted that every April, Sikhs across Canada participate in Sikh Heritage Month festivities and events that honour the birth of Khalsa and the rich heritage of the culture. Londoners are invited to participate and learn through the many activities that will be happening throughout the month of April.

### **Organization information:**

Guru Nanak Mission Society is a local nonprofit organization that has been in operation locally for six years. We seek to support the Sikh and broader community through fundraising, events and cultural learning opportunities.

[https://www.facebook.com/pg/gurunanakmissionsociety/about/?ref=page\\_internal](https://www.facebook.com/pg/gurunanakmissionsociety/about/?ref=page_internal)

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February 13, 2020

City of London,

We as the Board of **Guru Nanak Mission Society** authorize on our behalf Sarvarinder Singh Dohil, President Guru Nanak Mission Society and Shawna Lewkowitz, to submit this Proclamation request to the City of London, for April 2020 to be proclaimed Sikh Heritage Month.

Respectfully on behalf of the Board,



President, Saravinder Singh Dohil



**London**  
CANADA

## **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:

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