

## **Report to Corporate Services Committee**

**To:** Chair and Members  
Corporate Services Committee  
**From:** Cathy Saunders, City Clerk  
**Subject:** Application – Issuance of Proclamation – June is  
Deafblind Awareness Month  
**Date:** May 10, 2021

## **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 May 6, 2021 from Sensity Deafblind and Sensory Support Network of Canada requesting the month of June, 2021 be proclaimed as June is Deafblind Awareness Month.

**Submitted by:** Cathy Saunders, City Clerk

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 Sensity Deafblind and Sensory Support Network of Canada
Date Proclamation Required June 1, 2021
Proclamation Name June is Deafblind Awareness Month
Proclamation Type (day, week or month) Month
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations) Charity
Requester Name Samantha Gaspar
Requester Telephone Number
Requester Email Address Sgaspar@sensity.ca
Requester Address 50 Main St. Paris, Ontario
Provide details of your Organization's Connection to London London is home to three programs we support of deafblind individuals who reside there.
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>
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 <i>Samantha Gaspar</i> Date May 6/2021
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: <a href="mailto:csaunder@london.ca">csaunder@london.ca</a>



## **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.

## SCHEDULE "A"

### 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.