

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Cathy Saunders, City Clerk  
**Subject:** Issuance of Proclamations – Pilot Program Review  
**Date:** June 21, 2021

## Recommendation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the report dated June 21, 2021 entitled "Issuance of Proclamations Policy – Pilot Program Review":

- a) the City Clerk BE ADVISED of any modifications to the Issuance of Proclamation Policy to be brought forward to a future meeting of the Corporate Services Committee for consideration; and,
- b) the above-noted report BE RECEIVED.

## Executive Summary

The purpose of this report is to provide information related to the administration of a pilot program with respect to the Council Issuance of Proclamations Policy.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

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

#### 1.2 Current Council Direction

The following resolution was adopted at the Municipal Council Meeting held on January 14, 2020:

"That the proposed by-law, as appended to the staff report dated January 6, 2020 BE INTRODUCED at the Municipal Council meeting to be held on January 14, 2020 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"; it being noted that this policy will be enacted as a pilot project to be reviewed one year after implementation."

The above-noted policy is appended to this report, as Appendix A.

#### 1.3 Proclamations Issues To-date

At the time of writing this report, the following organizations have submitted applications, and been approved for a Council proclamation through the approved policy, since the pilot launched:

Black History Month (2020 and 2021)  
Sikh Heritage Month (2020 and 2021)  
April Limb Loss Awareness Month  
GBS-CIDP Foundation of Canada Day  
25th Commemoration of the Srebrenica Genocide  
FASD Awareness Day  
Terry Fox Week  
World Patient Safety Day  
Mitochondrial Disease Awareness Week  
Respiratory Therapy Week  
Dwarfism Awareness and Acceptance Month  
Dyslexia Awareness Month  
Fung Loy Kok Institute of Taoism 50th Anniversary  
Day of Awareness for Survivors of Financial Abuse and Economic Injustice  
International Day of Zero Tolerance for Female Genital Mutilation  
Personal Support Worker Day  
World Press Freedom Day  
Southwestern Ontario Film Week  
Intersex Awareness Day  
Guillain Barre Syndrome and Chronic Inflammatory Demyelinating Polyneuropathy  
Awareness Month  
World Migratory Bird Day  
Apraxia Awareness Day  
Deaf Blind Awareness Month  
Childhood Cancer Awareness Month

Two proclamations have been approved by Municipal Council, outside of the deadline submission requirement set out in the Policy and were brought forward by means of an emergent motion. These were for:

Day of Action Against Anti-Asian Racism  
National Day of Indigenous Peoples

#### **1.4 Experience To-date**

Where are submissions to the City originating?

Approximately half of the above-note requests were specific submissions from London organizations, while the others were submissions from organizations located in various cities such as Toronto, Calgary, Hamilton, Ottawa, Mississauga, Paris (Ontario), and Alliston. In September of 2020, the application form was revised to include the following, "Provide details of your organization's connection to London."

Council approval of applications.

There have been no applications refused by Committee/Council through this process.

Application Timing and Processing.

The Policy requires that applications be submitted a minimum of six weeks in advance of the requested proclamation date. Most of the submissions above have not met this application requirement. Wherever possible, applications have been processed and submitted to the Corporate Services Committee despite not meeting the submission requirement, in order to meet the timeline of the proclamation, which in some circumstances required the request to be placed on the Added Agenda for the meeting. There have been three applications that could not be accommodated, due to submission timing:

- Portuguese Heritage Month and Portugal Day
- Rare Disease
- Awareness Day – Parental Alienation

The processing of applications has been accommodated with existing resources. The applications are advanced to committee agendas, with an introductory staff report that is focused on the Policy and not on the application. Staff work with applicants in advance of the inclusion on a committee agenda to ensure that as much information as possible is available for consideration of the request.

Additional Information:

The following questions are commonly asked by applicants:

When do we get recognized?

When is the ceremony?

Do we come to Council?

What is the City doing regarding our proclamation?

Do we have an official meeting with the Mayor to receive the certificate?

The consideration of the applications by the Corporate Services Committee, with a recommendation to Council, has not resulted in an excessive use of committee or Council time. Discussion at committee has primarily been focused on the subject matter relationship with the City of London (where it is not explicit), as well as the acknowledgement of importance of the subject matter of each application. As previously noted, no applications have been refused.

## **2.0 Discussion and Considerations**

### **2.1 Future State of a Proclamation Policy**

The following are options for the committee's consideration:

1. Consider the pilot project complete and rescind the Council policy. This would conclude the activity of proclamations.
2. Continue the pilot project under the existing policy.
3. Consider the pilot project complete and continue the issuance of proclamations under the current policy.
4. Consider the pilot project complete and continue the issuance of proclamations under a new/revised policy.
5. An alternative "program", at the direction of the Municipal Council.

### **2.2 Considerations**

Should Council determine that it would like to continue the practice of issuing proclamations, the following are presented for consideration.

Aside from the questions that are received by the City Clerk's Office, there has not been any specific additional feedback from the applicants or the public-at-large with respect to this policy. Applications that are submitted are frequently accompanied by questions, as noted previously, around the form and manner of recognition of the proclamation. As was considered in previous reports, the intent of the proclamation is the public acknowledgement of the support of a matter by the Municipal Council. As such, no change to this process is recommended at this time.

#### **Potential Policy and/or Administrative Revisions**

The current policy requires requests to be submitted a minimum of six weeks in advance of the required proclamation. As has previously been noted, this requirement has seldom been met. However, it is recommended that this remains a part of the policy, and the Civic Administration continue to work with applicants to the fullest extent, in order to advance all applications to the Corporate Services Committee.

Although it is not a formal part of the policy, it is recommended that any future applications be placed on committee agendas as submitted and without a staff report. The staff reports do not put forth a recommendation or any additional context beyond the reiteration of the policy.

### **3.0 Financial Impact/Considerations**

None at this time.

### **Conclusion**

Council should determine whether it wishes to continue to issue proclamations, and if so whether there is direction to modify or amend the current policy in any way.

**Prepared and  
Submitted by:**

**Barb Westlake-Power, Deputy City Clerk  
Michael Schulthess, Deputy City Clerk  
Cathy Saunders, City Clerk**

**Recommended by:**

**Cathy Saunders, City Clerk**



## 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); Repealed and replaced on January 14, 2020 (By-law No. CPOL.-397-19)

**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.