



## GENERAL POLICY MANUAL

SECTION:	Organization	APPROVED BY:	County Council
NUMBER:	3.06	SIGNATURE:	
PAGE:	1 of 3	DATE:	<del>September 8, 2021</del> <u>July 12, 2023</u>
REFERENCE POLICY:		REVISED:	

### Proclamations Policy

#### PURPOSE

The purpose of this policy is to provide a standard for which proclamation requests are administered.

#### PROCEDURE

##### 1.0 For the purposes of this Policy,

- 1.1. “**County**” shall mean the County of Oxford.
- 1.2. “**Proclamation**” shall mean a public or official announcement, to address a matter of importance to the County and its citizens.

##### 2.0 Proclamations

The County may issue proclamations to recognize public awareness campaigns, charitable fundraising campaigns, arts and cultural celebrations of significance to the County of Oxford and requests from associations in which the County subscribes as a member.

A proclamation may recognize a particular day, week or month and will only be issued in accordance with this policy.

The County Warden has the authority to approve or deny requests for proclamations. The decision of the Warden shall be final.

##### 3.0 Proclamation Criteria

Proclamations are issued only to recognize County of Oxford organizations and not to individuals.

Proclamations must demonstrate an interest in or have a relationship with the County and demonstrate respect for the residents of the County including, but not limited to, the following:

- Arts or cultural celebrations

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- Charitable campaigns
- Civic promotions
- Public awareness campaigns
- Honouring organizations for special achievements

Requests for proclamations will be brought to the Warden for approval. Requests for proclamations will not be forwarded to the Warden for approval for any of the following:

- Political parties / organizations, election campaigns
- Public demonstrations or rallies
- Promotion of private / profit-making business
- Religious organizations, celebrations, events or holidays
- Any event contrary to the County's policies, procedures and by-laws
- Events or organizations not directly aligned with Oxford County services and /or Strategic Goals
- ~~Events or organizations with no direct connection to the County of Oxford~~
- National, Independence or Republic Days
- Illegal matters, including matters contrary to corporate policies or by-laws
- Discriminatory or inflammatory matters
- Matters intended to incite hatred or disorder
- Matters which are untruthful

#### 4.0 Process:

- Proclamation requests must be submitted using the online form and shall include:
  - Background information about the cause or event being proclaimed.
  - Proposed date and duration of proclamation.
  - Organizations may request one proclamation within one calendar year (January 1 to December 31).

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- If approved by the Warden, the Clerk's Office will provide the organization with an electronic Proclamation Certificate.
- The certificate can be presented at a meeting of Oxford County Council, providing the certificate is issued within seven days of the desired Council meeting date.
- If the request is not approved by the Warden, the Clerk's Office will prepare a letter of denial, including the reason why.