



GENERAL POLICY MANUAL

SECTION:	Organization	APPROVED BY:	County Council
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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.

County Council has the authority to approve or deny requests for proclamations. The decision of County Council shall be final. County Council reserves the right to withdraw prior approvals at any time.

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:

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- Arts or cultural celebrations
- Charitable campaigns
- Civic promotions
- Public awareness campaigns
- Honouring organizations for special achievements

Initial requests for proclamations will be brought forward to County Council for approval. Once County Council has granted a request from an organization, subsequent requests will not require Council approval.

Requests for proclamations will not be brought forward for Council approval for 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 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 seven days prior to the next regular Council meeting in order to be included on the agenda and shall include:
 - Background information about the cause or event being proclaimed.



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- Proposed date and duration of proclamation.
- The Clerk's Office will publish the proclamation request on the next regular Council meeting agenda for Council's approval.
- Organizations may request one proclamation within one calendar year (January 1 to December 31)
- If approved by Council, the Clerk's Office will provide the organization with an electronic Proclamation Certificate.
- If desired, the Proclamation Certificate can be presented at a future meeting of Oxford County Council.
- If the request is not brought forward or is not approved by Council, the Clerk's Office will prepare a letter of denial, including the reason why.