

**The Corporation of the City of Quinte West
By-law Number 22-103**

Being A By-Law To Adopt A Proclamation Policy For The City Of Quinte West.


Whereas the Council for the City of Quinte West is desirous of ensuring that all customers are highly satisfied with the quality of services provided ensuring operational excellence;

And Whereas it is deemed necessary and appropriate to establish a City of Quinte West Proclamation Policy;


Now Therefore Be It Enacted By The Council For The Corporation Of The City Of Quinte West As Follows:

1. That this by-law shall be entitled the **“City of Quinte West Proclamation Policy By-law”**;
2. That the City of Quinte West Proclamation Policy as set out in Appendix “A” attached hereto, is hereby adopted for the City of Quinte West.
3. That this By-law shall come into force and take effect upon final date of passing.

Read A First, Second And Third Time And Finally Passed This 12th Day Of September, 2022.



Jim Harrison, Mayor



Virginia LaTour, Interim City Clerk



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Policy:	Proclamation Policy
Coverage:	All Authorized Personnel
Issuing Department:	Corporate Services
Approved By:	Executive Council

Issued
2022-09-12

Last Reviewed
N/A

Next Review
2023-08-30

1. **POLICY STATEMENT:**

The City of Quinte West is committed to supporting public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to the City.

2. **PURPOSE:**

The purpose of this Policy is to provide a framework for which Proclamation requests received by the City of Quinte West are processed, issued and approved in recognition of events, organizations or community groups of significance to the City of Quinte West. Proclamations will not be issued for individual purposes.

3. **POLICY PRINCIPLES:**

Proclamations are issued by Council to recognize public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to the City. A Proclamation may recognize a particular day, week or month.

4. **SCOPE:**

This Policy applies to all Proclamation requests received by the City of Quinte West.

5. **POLICY:**

Proclamation Criteria

Proclamations that demonstrate an interest in or relationship with the City of Quinte West and that demonstrate respect for the residents of the City, including, but not limited to the following, may be issued:



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- Civic promotions
- Public awareness campaigns
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honours for individuals or organizations for special achievements

Proclamations will not be issued for:

- Matters of political controversy
- Religious organizations or religious events or celebrations
- Individual conviction
- Organizations or events with no direct relationship to the City of Quinte West
- Celebrations, campaigns or events contrary to City Policies or By-laws
- Celebrations, campaigns or events intended for profit making purposes
- Attempting to influence government policy
- National, Independence or Republic Days

Other:

- Proclamations are issued at the discretion of the City of Quinte West.
- An organization does not have exclusive rights to the day, week or month of their Proclamation.

If a Proclamation request is denied by the Clerk as part of the eligibility review, the Clerk shall advise the Chief Administrative Officer (CAO) / Mayor.

Application Process:

All organizations and/or persons on behalf of an organization submitting a request for Proclamation, shall complete an "Application for Proclamation" attached as Appendix A to this Policy. This application will be retained by the Office of the Clerk and will be reviewed as part of the approval process.

Record of Proclamations:

The Office of the Clerk will maintain a record of all Proclamation requests received that will include when the request was received, whether the Proclamation request was granted or



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denied and by whom (Manager of Legislative Services/City Clerk and/or Council), the Proclamation period (day, week, month), and the date approval was granted.

Proclamations with Bridge Lighting / Quinte West Sign Lighting Request:

Subject to scheduling availability and overall capabilities, The City of Quinte West may approve the changing of the bridge lighting / the illumination of the Quinte West sign to coincide with an approved Proclamation.

Communication:

Once a Proclamation has been approved, the following communication will be carried out:

- A letter will be sent from the Office of the Clerk to all organizations whose Proclamation request is approved.
- The Office of the Clerk will arrange to include notice on the City's website and City Social Media platforms, via the Communication Department.

6. ROLES AND RESPONSIBILITIES:

The Director of Corporate Services and the Manager of Legislative Services/City Clerk will be responsible for the implementation and interpretation of this Policy.

7. CITY POLICIES AND PROCEDURES / DOCUMENTS:

- None

David Clazie
Chief Administrative Officer
City of Quinte West

Date

Our website only shows the most recent version of a policy. Some policies have been updated since they were issued. If you are in need of an earlier version, please contact clerk@quintewest.ca



Application for Proclamation

Please complete this application to request a Proclamation in the City of Quinte West.
For more information or for assistance with your application, please contact the Office of the Clerk at 613-392-2841 or clerk@quintewest.ca.

Applicant Information

Organization Name	
Street Address	
City	Postal Code
Phone	Web Address
Primary Contact Name	Primary Contact's Role in Organization
Primary Contact Phone Number	Primary Contact Email Address

Proclamation Request Details

Name or Title of the Proclamation Requested	
Date(s) of Proclamation	
Purpose of Proclamation (Please check all that apply)	
<input type="checkbox"/> Civic Promotions <input type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Arts and Cultural Celebration <input type="checkbox"/> Special Honor for Individual Organization <input type="checkbox"/> Other (Please specify):	
Description of your organization and the purpose of the Proclamation (Please include a brief description and any other relevant information related to your request. Additional information/documentation may be attached to this application as needed.)	
Has the same or a similar Proclamation been requested of Quinte West Council previously?	
<input type="checkbox"/> No/Unknown <input type="checkbox"/> Yes If yes, please indicate the date of the previous request	
Bridge Lighting Request:	Quinte West Sign Lighting Request:
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, please indicate colour preference:	If yes, please indicate colour preference:
Signature	Date

Please submit your completed application by email to: clerk@quintewest.ca

The personal information on this form is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25. The information will be used and/or disclosed to process, administer and/or other tasks associated with processing this application for proclamation. Questions about this collection can be directed to the Manager of Legislative Services/City Clerk, 7 Creswell Drive, P.O. Box 490, Trenton, ON K8V 5R6, 613-392-2841, or clerk@quintewest.ca.