



The Corporation of The Municipality of Central Huron BY-LAW 41-2025

Being a By-law to adopt the Proclamation Policy

WHEREAS the Municipal Act 2001, c 25 S.O. 2001, as amended allows a Municipality to pass bylaws respecting matters in its jurisdiction; and

WHEREAS the Council of the Corporation of the Municipality of Central Huron deems it desirable to adopt certain policy with respect to Proclamation requests and to specify the types of events and activities that are ineligible for a proclamation.

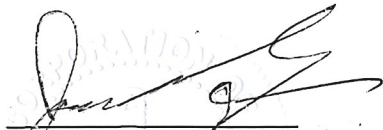
NOW THEREFORE, the Council of the Corporation of the Municipality of Central Huron enacts as follows:

1. That Policy GE109 entitled "Proclamation Policy", attached hereto as Schedule "A" and forming part of this by-law, be adopted;
2. That any By-laws or parts thereof inconsistent with the above be hereby repealed;
3. That this by-law shall come into force and effect on June 2, 2025.

Read a first and second time this 2nd day of June, 2025

Read a third time and finally passed this 2nd day of June, 2025

THAT THIS BY LAW BE ENACTED, SIGNED AND SEALED THIS 2nd DAY OF JUNE, 2025.



Jim Ginn, Mayor

Rachel Anstett, Clerk



Municipality of Central Huron Policy

Policy Title: Proclamation Policy

Policy Number: GE109

Effective Date: June 2, 2025

By-Law or Resolution Number: By-Law 41-2025

Last Revision: N/A

Responsibility: Clerk's Department

Description and Policy Statement

Proclamations are seen as a way of providing education and information to the residents of the Municipality of Central Huron. Proclamations may be issued to raise awareness, celebrate a special day, week, or month, or recognize a special event.

Purpose

The purpose of this policy is to establish the procedure for processing proclamation requests and to specify the types of events and activities that are ineligible for a proclamation.

Definitions

“Municipality” means the Corporation of the Municipality of Central Huron;

“Clerk” means the individual appointed as the Clerk of the Municipality of Central Huron;

“Council” means the Council of the Corporation of the Municipality of Central Huron; and

A **“proclamation”** is an official public announcement or declaration given by the Mayor and/or Council to formally recognize a special event, cause, or day/month which is deemed to be of interest and/or benefit to a significant number of residents within the Municipality of Central Huron.

Proclamation Criteria

Proclamations that are of significance to the Municipality of Central Huron may be endorsed by the Council for the following purposes:

- a) Civic promotions;
- b) Public awareness campaigns;
- c) Charitable fundraising campaigns;
- d) Arts and cultural celebrations; or
- e) To honour individuals, institutions, or organizations for special achievements.

Proclamations will **not** be endorsed by the Council for the following purposes:

- a) Matters of political controversy, ideological or religious beliefs, or individual conviction;
- b) Events or organizations with no direct relationship to the Municipality of Central Huron;
- c) Celebrations, campaigns or events contrary to law, municipal policies or by-laws;
- d) Promotion of business, commercial enterprise, or campaigns intended for profitmaking purposes; or
- e) Matters attempting to influence government policy.

Submitting a Proclamation Request

All organizations or individuals requesting a proclamation must complete a Proclamation Request Form (Appendix A). The form must be submitted to the Clerk via email – clerk@centralhuron.com.

Requests should be submitted at least **four weeks prior** to the desired proclamation date. Council meetings are generally held on the first and third Monday of each month. Applicants are encouraged to review the Council schedule to ensure their request will be considered in time for the proclamation date.

The following limitations related to proclamation requests are noted for those submitting a request:

- a) An organization may only request one proclamation annually;
- b) An organization does not have exclusive rights to the day, week or month of their proclamation;
- c) Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis;
- d) Proclamations on a similar topic will be issued on a first come, first served basis; and
- e) The Municipality will not incur any expenses related to the advertising or promotion of a proclamation.

Review of Proclamation Requests

Proclamation requests will be reviewed by the Clerk to confirm that they meet the eligibility criteria of this Policy. Should the proclamation request meet the eligibility criteria, the Clerk reserves the right to edit and revise the wording of the proclamation at his or her discretion. In the event that the request does not comply, the Clerk will advise the applicant in writing.

Proclamation with Flag Raising

Proclamation requests that include a flag raising may be permitted, provided that the proclamation request is in accordance with the proclamation criteria outlined in this Policy, and that the flag raising does not conflict with the Flag Protocol Policy.

Council Endorsement of Proclamation Requests

Eligible proclamation requests will be considered at Regular Council Meetings. Following consideration of a Proclamation Request by Council, the Clerk will advise the organization/person who submitted the Proclamation Request Form of Council's decision.

If approved, decorations such as decals, signs, banners, brochures, or similar items that accompany a proclamation or public awareness campaign will not be displayed at Municipal facilities unless, at the discretion of the Clerk with input from the Facilities Manager, it is determined that they provide information of significant value to residents of the Municipality.

Arrangements for members of Council to attend a specific function or event related to the proclamation are to be coordinated through the Clerk.

Related Documents

Flag Protocol Policy