



<b>Title:</b>	<b><i>Proclamations Policy</i></b>		
<b>Policy Owner:</b>	<i>Administration</i>	<b>Approved By:</b>	<i>CAO</i>
<b>Effective Date:</b>	<i>September 22, 2025</i>	<b>Approval Date:</b>	<i>September 22, 2025</i>
<b>Revision Date:</b>	<i>N/A</i>	<b>Next Review:</b>	<i>September 22, 2029</i>
<b>Revision #:</b>	<i>1</i>	<b>No. of Pages:</b>	<i>3</i>

## 1.0 DIRECTIVE STATEMENT

The Town of Grimsby (the “Town”) recognizes the importance of significant dates, occasions, and contributions of non-profit or charitable organizations, as well as supporting public awareness campaigns and encouraging community participation and civic pride, in a consistent manner.

## 2.0 DIRECTIVE PURPOSE

The purpose of this Policy is to provide a standard to govern requests for proclamations issued by the Town in recognition of individuals, events, organizations, or community groups of significance in the Town.

This policy will ensure that all proclamations honor Grimsby’s significant events and organizations occur in a fair, inclusive and equitable manner.

## 3.0 SCOPE

This policy applies to the requests for proclamations from residents, local organizations, and Grimsby community groups to recognize, honour and commemorate the importance of an event or organization.

## 4.0 DEFINITIONS

**Proclamation** – A formal public statement which designates a period of time in recognition of a significant individual, event, or organization.

**Town** – The Corporation of the Town of Grimsby.

**Town Clerk** – The Clerk appointed by the Council pursuant to requirements of section 228 of the *Municipal Act, 2001*, as amended, or their designate.



**Council** – The Council of the Town.

**Mayor** – The person who has been elected as mayor of the Town, or the person who is acting in that capacity at the Town, in accordance with the Town's Procedural By-law.

**CAO** – The Chief Administrative Officer of the Town.

## 5.0 APPLICATION

Proclamations are issued by Council to recognize commemorative dates, and to raise public awareness around issues that are meaningful to the Grimsby community.

Prior to Council approving a proclamation, requests from the public are received by the Clerk's department, either through the Town website or the Clerk's Department email address ([clerks@grimsby.ca](mailto:clerks@grimsby.ca)), and are initially vetted by the Clerk or their designate and Mayor for compliance with the criteria laid out in this policy.

Proclamation Requests will be placed on a Council agenda if they meet all the following criteria:

- It was submitted by a representative of a recognized charity or not-for profit organization with ties to the Grimsby community;
- It is regarding activities that support residents of the Town or related events taking place in the Town;
- It was submitted with complete wording for the proclamation;
- It demonstrates respect and tolerance for all residents;
- It fosters a sense of community;
- It supports a public awareness campaign or honours special achievements of individuals, institutions, or organizations;
- It was received within the appropriate time frame as per the procedural by-law;
- It provides sufficient background information about the cause or event being proclaimed; and,
- It is the only proclamation from the applicant within the calendar year.

Proclamation Requests will not be forwarded to the Mayor and will be denied by the Clerk or their designate if they exhibit any of the following criteria:

- It relates to a political party or organization;
- It was submitted by a third party on behalf of an organization or individual;
- It promotes a religious belief or event (excluding cultural celebrations and heritage months);
- It relates to a National Independence Day or Republic Day;



- It relates to a matter of political divisiveness, controversy or individual conviction;
- It relates to an event or organization with no direct connection to the Town;
- It relates to something that is contrary to the Town's policies or by-laws;
- It relates to a campaign intended for business promotion;
- It relates to a campaign intended for influencing government policy; or,
- It relates to a campaign intended to defame the integrity of the Town.

If the Clerk finds that the request meets the requirements laid out in this policy, then the request will be forwarded to the Mayor for final approval.

All proclamation requests approved by the Mayor will be placed on the agenda for the next meeting of Council for formal public proclamation.

Following the Council meeting, the proclamation signed by the Mayor will be sent via email to the original applicant. It will be placed on the Town's website, by the Clerk or their designate, and on the Town's social media channels, at the discretion of the Communications Department.

Notification to the media and advertising is the sole responsibility of the applicant.

Prospective applicants must also be aware of the following information:

- Nobody has exclusive rights to a time period that they wish to have proclaimed;
- Requests for a similar topic will be granted on a first-come first-served basis;
- Requests for annually recurring proclamations must be re-submitted each year;
- Proclamation requests meant to recognize regional, provincial, or national causes or events will be referred to the other appropriate order of government;
- Proclamations issued are not to be interpreted as a civic or personal endorsement by the Town; and,
- The Mayor, in consultation with the Clerk, shall have complete discretionary authority related to proclamations.

## **6.0 COMPLIANCE**

This policy will be available for members of the public to view on the Town website.

This policy will be reviewed and updated at minimum once per term of Council by the Clerk or their designate. The Clerk will also interpret the provisions of this policy and ensure compliance both internally and amongst applicants.