



The Corporation of Town of New Tecumseth

Proclamation Policy

Policy Type: Corporate

Policy No.: AC-POL-003-2026

Name of Dept: Clerks/Administration Dept

Status: Current

Resolution No.: 2026-193

1. **Policy Statement**

The Town will consider and issue proclamations, as outlined in this policy, to formally recognize individuals, organizations, events and community groups that contribute to or hold significance for the Town. All proclamation requests received by the Town shall be processed in a fair, consistent, and transparent manner in accordance with this policy.

2. **Purpose**

The purpose of this policy is to provide a standard for which proclamation requests received by the Town are processed, approved and issued by the Clerk in recognition of individuals, events, organizations or community groups of significance in the municipality.

3. **Scope**

This policy applies to all proclamation requests received by the Town.

4. **Definitions**

"Applicant" means a resident, community group, or non-profit/charitable organization with a demonstrable connection to New Tecumseth.

"Clerk" means the Clerk appointed by the Council of The Corporation of The Town of New Tecumseth, or their designate.

"Council" means the Council of The Corporation of The Town of New Tecumseth.

5. **Policy**

5.1 Proclamation Criteria

Proclamations may be issued to recognize an interest in or relationship with the Town of New Tecumseth or its residents and that demonstrates respect for the residents of the Town including, but not limited to the following:

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

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 Town of New Tecumseth
- Celebrations, campaigns or events contrary to Town policies or by-laws
- Celebrations, campaigns or events intended for profit making purposes
- Attempting to influence any level of government policy
- National, Independence or Republic Days
- Content that is discriminatory, intolerant, or not aligned with community standards.

Other

- Proclamations that meet the basic criteria are issued at the discretion of the Clerk. The Clerk's decision is final.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- Proclamations listed in Schedule A of this policy will receive an annual proclamation.
- All other proclamations are valid for one year only. Renewal is not automatic and requires submission of a new application annually.
- The Town may decline or revoke a proclamation if new information indicates an ineligible purpose or misrepresentation.

5.2 Application Process

All requests for proclamation shall be made on an application form prescribed by the Clerk and reviewed as part of the approval process. The proposed proclamation wording shall be a maximum of two-hundred and fifty (250) words.

Requests are to be submitted at least six (6) weeks prior to the first day of the requested period of the proclamation. All requests will be reviewed by the Clerk to determine if they meet the criteria listed in section 5.1 of this policy entitled "Proclamation Criteria". The Clerk will notify all requesters whose proclamation requests do not meet the Proclamation Criteria.

Upon approval of a proclamation request, the Clerk will notify applicants of the approved request and copy Council.

Incomplete applications will not be accepted.

5.3 Record of Proclamation

The Clerk will maintain a record of all proclamation requests received for at least two (2) years that will include information such as when the request was received, whether the proclamation request was granted or denied, the proclamation period (day, week, month) and the date approval was granted.

5.4 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 the recipient of the proclamation request. Members of Council will be notified.
- The Office of the Clerk will arrange for the proclamation to be posted on the Town's website and social media channels.
- Upon request, a proclamation certificate will be prepared and provided from the Office of the Clerk.

6. Implementation

Roles and Responsibilities

Council is responsible for approving and amending this Policy, and the procedures applicable to this policy.

The Clerk is responsible for the implementation and interpretation of this Policy. The Clerk is also responsible for determining if a request for a proclamation meets the Proclamation criteria in this policy. The Clerk's decision is final.

Attachments:

- [Schedule A - Proclamation Policy](#)

Approved By:

Bruce Hoppe, MCIP, RPP,
General Manager, Strategic
Services

Neil Garbe, CAO

Department:

Infrastructure and Development
Division

CAO

Status:

Approved - 17 Apr 2026

Approved - 18 Apr 2026

Council authorizes the following list of proclamations to renew annually unless directed otherwise through Policy document – AC-POL-003-2026 – Proclamation Policy.

- Black History Month
- Pink Shirt Day (Anti-Bullying Day)
- #ITSTARTS Anti-Racism Campaign
- International Women's Day
- Holocaust Memorial Day
- Vimy Ridge Day
- National Day of Mourning (Workers Killed or Injured)
- National Day of Awareness for Missing and Murdered Indigenous Women, Girls and 2SLGBTQI+ People
- National Accessibility Week
- Mental Health Week
- International Day Against Homophobia, Transphobia and Biphobia
- Pride Month
- National Indigenous History Month
- World Suicide Prevention Day
- National Day for Truth and Reconciliation
- International Day of Rural Women
- Remembrance Day
- National Day of Remembrance and Action on Violence Against Women