



THE CORPORATION OF THE TOWN OF COBOURG

LEGISLATIVE SERVICES DEPARTMENT
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M03 PTD
April 12, 2017

Sue Sri
Walk for Values
sues@normericainc.com

Dear Sue Sri:

Re: Request for Proclamation

This letter is being sent to acknowledge your recent request for proclamation of April 24, 2017 as "Human Values Day".

The Town of Cobourg's Proclamation Policy (as attached) does not provide for this type of recognition as the "submissions must be by representatives of a recognized charity with offices located in Cobourg or by a community group based in Cobourg", "activities must support residents of the Town of Cobourg or related events taking place in Cobourg", and proclamations are not issued if the organization is "not located within the boundaries of the Town of Cobourg", and therefore regretfully, the municipality is unable to proclaim this event.

We wish you success with your organization's annual event.

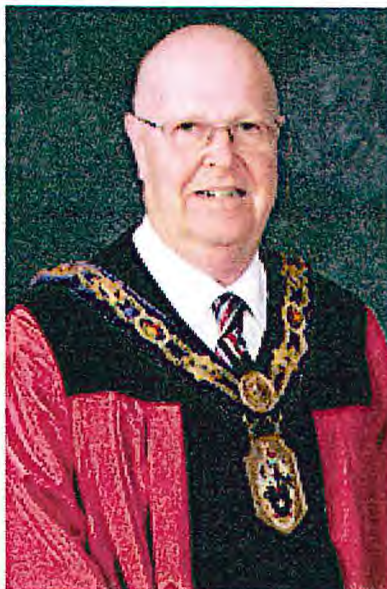
Yours very truly,

Lorraine V. Brace
Municipal Clerk

LVB/ns
Encl.

For All Proclamations:

1. A letter or email response is sent to the individual or group requesting the Proclamation to advise them of the process and to determine whether or not the group wishes to place an advertisement in the local newspaper at their cost.
2. A Proclamation may be issued for a day, a week or a month. An organization does not have exclusive rights to the day, week or month of their proclamation.
3. If an advertisement has been requested, the wording for the ad will be the same as in the Proclamation.
4. Once the wording of the Proclamation has been established, the Clerk's Department will contact the individual or group confirming that the request for Proclamation has been placed on the Council Agenda as Correspondence.
5. If an advertisement has been requested, the individual or group will be notified of which day the ad will appear in the newspaper under the Town's banner. An invoice will be mailed directly to them in due course. Ads appear every Thursday in the newspaper.
6. The Town of Cobourg will not incur any expenses relating to the advertising and promotion of a Proclamation, unless a Town department initiates the Proclamation. Recipients are responsible for organizing related activities and for all associated costs.



Gil Brocanier | Mayor

"All of Cobourg Council take our role of community leadership very seriously, so it is incumbent on us to support important social and health initiatives and issues through proclamations and act on these proclamations through our deeds."

- Mayor Gil Brocanier

Town of Cobourg

55 King Street West
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K9A 2M2

For further information, please contact:

Lorraine Brace, Municipal Clerk

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Proclamations

Policy & Procedures



Corporation of the Town of Cobourg

Proclamation Policy

What is a Proclamation?

A Proclamation is an official public announcement or declaration made by the Mayor and/or Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens within the Town of Cobourg.

Proclamations are a valuable public relations tool and are issued at no charge for special events and/or activities to recognize the effort and commitment of organizations who enhance our community.



Making a Request

All requests for proclamations are directed to, and processed by, the Clerk's Department.

Criteria:

1. When a request has been received, the Clerk's Department will verify whether a request has been made within the past five years, and whether it meets the following criteria for consideration by Council:
 - Submissions must be by representatives of a recognized charity with offices located in Cobourg or by a community group based in Cobourg;
 - Activities must support residents of the Town of Cobourg or related events taking place in Cobourg;
 - Must demonstrate respect and tolerance for all Cobourg residents; and
 - Should foster a sense of community.
2. A proclamation will not be issued if the undertakings of philosophy of the group or individual, or the organization they represent are:
 - Contrary to the Town of Cobourg's policies or by-laws;
 - Discriminatory;
 - Espousing hatred, violence or racism;
 - Illegal
 - Not located within the boundaries of the Town of Cobourg
 - Politically or religiously motivated; or
 - Intended for profit-making purposes

Proclamations approved by Council within the past 5 years:

1. The written request is placed on the next Council Agenda as Correspondence. It is marked as Referred to the Municipal Clerk and copies are circulated to the Mayor and Council, the CAO and the Municipal Clerk. The Mayor will make the final decision on whether a Proclamation is issued or not.
2. If the date of the event is before the next Council meeting, the Certificate can be processed with the current date and be signed by the Mayor immediately.
3. If the date of the event is after the next Council meeting, the Certificate is prepared, dated for the day after the Council meeting and sent to the Mayor to be signed on that date.
4. Once signed by the Mayor, the Certificate is mailed to the applicant free of charge.

If no previous Proclamation was approved and criteria are met:

1. The written request is placed on the next Council Agenda where a motion will be voted on by Council.
2. The Certificate of Proclamation is prepared, dated for the day after the Council meeting and sent to the Mayor to be signed on that date, provided that it is passed at the meeting. The Certificate is then mailed to the applicant free of charge.