

	Proclamations Policy	
	Policy Category: Governance	
	Policy No.:	Implementing Procedure No.:
Approving Authority: Council		Effective Date: July 9, 2024
Approved or Last Reviewed Date: July 9, 2024		Next Review Year: 5 years from Last Reviewed Date
Area(s) this Policy applies to: Proclamations issued by the City		Owner Department(s): Legislative Services
Related Policies: Community Flag Raising & Flag Protocol Policy		

Note: Questions about this Policy should be directed to the Owner Department (see above).

1. Purpose Statement

The purpose of the Proclamation Policy is to provide a standard to govern requests for proclamations issued by the City of Markham (City) in recognition of individuals, events, organizations or community groups of significance in the City.

2. Applicability and Scope Statement

The City of Markham's Proclamation Policy applies to all requests for official proclamations submitted to the City. This policy encompasses the criteria, procedures, and guidelines for issuing proclamations that recognize significant events, individuals, achievements, or causes within the community. It applies to all individuals and organizations seeking recognition from the City of Markham and outlines the roles and responsibilities of the City Clerk, the Office of the Mayor and City Council in reviewing and approving these requests. The policy ensures that all proclamations are handled consistently, transparently, and in alignment with the City's values and priorities.

3. Background

On May 3, 2011, Markham City Council adopted the Proclamations Policy. The Policy outlines the process for handling requests for proclamations issued by the City to recognize significant individuals, events, organizations, or community groups within Markham.

4. Definitions

Unless otherwise specified, all definitions are as in the City of Markham Council Code of Conduct and the Municipal Act.

- "City" means The Corporation of the City of Markham.
- "City Clerk" means the Clerk and Returning Officer of the Corporation of the City of Markham.
- "Council" means Council of the City.
- "Councillor" means a Member of Council.
- "Staff" includes anyone employed by the City including full-time, part-time, temporary or seasonal Staff, contract staff, students and volunteers in accordance with the Municipal Act, but does not include Councillors, who are not employees of the City. Contractors doing work for the City are considered Staff for the purposes of this Policy.

5. Policy Statements

The City of Markham issues proclamations to recognize individuals, events, organizations and community groups of significance to the City. A proclamation will recognize a particular day, week or month. A proclamation is issued to acknowledge the effort and commitment of an individual, organization or community group and should not be interpreted as an endorsement by the City.

The City of Markham will annually proclaim the following as a symbol of Markham's dedication to creating a safe and inclusive environment for everyone:

- **Tamil Heritage Month (January)**
- **International Holocaust Remembrance Day (January 27)**
- **National Day of Remembrance and Action against Islamophobia (January 29)**
- **Black History Month (February)**
- **Chinese Heritage Month (February)**
- **Hellenic Heritage Month (March)**
- **Irish Heritage Month (March)**
- **Persian Heritage Month (March)**
- **International Women's Day (March 8)**
- **International Day for the Elimination of Racial Discrimination (March 21)**
- **Sikh Heritage Month (April)**
- **National Day of Mourning (April 28)**
- **Armenian Heritage Month (May)**
- **Asian Heritage Month (May)**
- **Dutch Heritage Month (May)**
- **Jewish Heritage Month (May)**
- **National Public Works Week (May)**
- **South Asian Heritage Month (May)**
- **National Indigenous History Month (June)**
- **Filipino Heritage Month (June)**
- **Hakka Heritage Week (June)**
- **Italian Heritage Month (June)**
- **Portuguese Heritage Month (June)**
- **Pride Month (June)**
- **Recreation and Parks Month (June)**
- **Seniors Month (June)**
- **National Indigenous Peoples' Day (June 21)**
- **National Day of Remembrance for Victims of Terrorism (June 23)**
- **Canadian Multiculturalism Day (June 27)**
- **Emancipation Day (August 1)**
- **Firefighters' National Memorial Day (September)**
- **Franco-Ontarian Day (September 25)**
- **Police and Peace Officers' National Memorial Day (September 25)**
- **National Day for Truth and Reconciliation (September 30)**
- **Fire Prevention Week (October)**

- German Heritage Month (October)
- Hispanic Heritage Month (October)
- Islamic Heritage Month (October)
- Korean Heritage Month (October)
- Local Government Week (October)
- National Disability Employment Awareness Month (October)
- Ontario Public Library Week (October)
- Women's History Month (October)
- Hindu Heritage Month (November)
- Remembrance Day (November 11)
- Christian Heritage Month (December)
- National Day of Remembrance and Action on Violence Against Women (December 6)

a) Proclamation Criteria:

Proclamations will demonstrate an interest in or relationship to the City, including but not limited to:

- Arts celebrations;
- Cultural celebrations;
- **Religious heritage months;**
- Charitable fundraising campaigns;
- Civic promotions;
- Public awareness campaigns; and,
- Honouring individuals or organizations for special achievement(s).

The City does not issue proclamations for the following:

- Individuals, events, organizations or community groups with no demonstrated significant interest or relationship to the City;
- Political parties or political organizations;
- Religious organizations or celebrations of religious events* (***with the exception of religious heritage months**);
- Business or commercial enterprises;
- Illegal matters, including matters contrary to corporate policies or by-laws;
- Matters which defame the integrity of the City;
- Discriminatory or inflammatory matters;
- Matters designed to incite hatred or disorder; and.
- Matters which are untruthful.

Proclamations will not be issued if the first day to be recognized has passed.

b) Application Procedure:

- Requests for new proclamations must be submitted to the Legislative Services Department in writing using the application form prescribed by the City Clerk at least three (3) weeks in advance of the first date of recognition.
- **The City Clerk will evaluate all new applications, determine if the proclamation is consistent with the Policy, and will forward the request to the Mayor's Office with a recommendation to approve or deny the request.**
- **The Mayor will approve or deny new proclamation requests and will consult with Markham City Council on requests that require additional consideration.**



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- The decision of the Mayor, or the City Clerk where applicable, is final.
- Once a proclamation request has been approved, it is placed on a five (5) year list and if the request remains consistent with the Policy, it doesn't require additional approval during this period.
- If the proclamation was not previously approved by more than 5 years before the current request, **the City Clerk will make a recommendation to Mayor's Office to approve or deny the proclamation.** Any proclamation approved or denied by the City Clerk during Council recess will be placed on a Council agenda for information purposes.
- **The City Clerk has authority to add additional annual City of Markham proclamations to this approved list of proclamations as needed, in consultation with the Mayor's Office.**

c) Communication of Proclamation

- The individual, organization or community group will be responsible for disseminating the proclamation to the media and making arrangements for the attendance of the Mayor and/or Councillors at the specific function or event, if any, at which the proclamation is to be made.
- Certificates of proclamations are available from the Office of the Mayor upon request.
- Proclamations may be listed in any City publication or notice, at the discretion of the City.

7. Monitoring/Contraventions of Policy

The City Clerk shall be responsible for receiving complaints and/or concerns related to this Policy.