

Proclamation Policy



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Council	July 21, 2026	110-2026	1	4
Subsection	Repeals By-Law Number		Policy Number	
	N/A		CC-6-3	

1.0 Purpose

The Corporation of the City of Kenora receives requests to officially proclaim a specific day, week, or month to honour a particular cause. Council recognizes that an official proclamation issued by Council can promote and enhance the credibility of a cause and affirms its support for causes that benefit the Municipality, its communities, and its residents through the proclamation process.

The purpose of this policy is to provide an avenue that will encourage public awareness or provide recognition for events or issues deemed to be of interest, benefit, or significance to the majority of residents of the City of Kenora can be obtained.

2.0 Definitions

"City Clerk" means the City Clerk or designate of the City of Kenora;

"Council" means the Council of the Corporation of the City of Kenora, comprised of the Mayor, Deputy Mayor, and Councillors;

"Local Organization" means an organization that operates within the City of Kenora or the immediate surrounding area;

"The City of Kenora Resident" means a person who resides in the City of Kenora or owns property in the City of Kenora;

"Municipality" means the Corporation of the Municipality of the City of Kenora;

"Municipal Website" means kenora.ca

"Proclamation" means a formal pronouncement, issued by the Mayor, of a message of importance, interest, and/or benefit to a significant number of citizens of the City of Kenora.

3.0 Policy Requirements

3.1 A proclamation may be issued to the following:

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- Charitable and non-profit organizations, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities;
- Support of a Government of the Province of Ontario or Federal Government of Canada request, program, or initiative.
- An individual who has achieved national or international distinction or whose significant contribution to the community demands recognition;
- An organization, committee, or board that is associated with the Municipality

3.2 A proclamation may be issued for a day, a week, or a month.

3.3 A proclamation is issued to acknowledge the effort and commitment of an organization or individual. It should not be interpreted as an endorsement by either the Mayor or the Municipality.

3.4 The Municipality will not incur any expenses relating to the advertising or promotion of a proclamation unless a department of the Municipality initiates the proclamation.

3.5 Recipients are responsible for organizing related activities and for all associated costs.

4.0 Policy Limitations

4.1 A proclamation will not be issued if the undertakings or philosophy of the group, individual, or organization they represent are:

- Contrary to the Municipality's policies or bylaws;
- Discriminatory;
- Espousing hatred, violence, or racism;
- Illegal;
- Not located within the boundaries of the City of Kenora unless the request comes from the Province of Ontario or the Federal Government of Canada.
- Politically or religiously motivated; or
- Intended for profit-making purposes.

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- 4.2 An organization, group, or individual may only request one proclamation annually.
- 4.3 The requestor does not have exclusive rights to the day, week, or month of their proclamation: Council reserves the right to approve multiple requests within any given day/week/month.

5.0 Proclamation Procedures

- 5.1 Proclamation requests must be submitted to the City Clerk's Office at least two (2) weeks in advance of the first calendar day of the proclamation date by completing their request through kenora.ca.
- 5.2 Requestors must submit the draft wording for inclusion (maximum 130 words) in the proclamation. However, if deemed appropriate any draft language provided may be edited or rewritten at the discretion of the City Clerk's office to ensure compliance with Municipal policies and procedures and to improve the structure and or intent of the requested proclamation.
- 5.3 Requests will be considered by the City Clerk in accordance with Policy. If required, the Mayor may be consulted for consideration and in certain circumstances, approval may be required by the Mayor. Once confirmed as an approved proclamation, the City Clerk will:
- Obtain the Mayor's signature on the proclamation;
 - Forward the signed proclamation to the requestor and retain a copy of the signed proclamation on file;
 - Place on the next appropriate Council agenda which is closest to the proclamation date

6.0 Responsibilities

- 6.1 Requests for issuing a proclamation shall be received and processed by the City Clerk's office.
- 6.2 If the request does not comply with this policy, the City Clerk's office, will not include the request on the Council meeting agenda and will advise the organization/person submitting the request accordingly.

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7.0 Monitoring

The City Clerk's office is responsible for implementing and monitoring proclamation activities.