

Proclamations/Tag Days/Parade Policy



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Administration & Finance	August 13, 2013	80-2013	1	2
Subsection	Repeals By-Law Number		Policy Number	
Proclamations/Tag Days/Parade Permits	25-2009		AF-10-5	

Purpose

To control and regulate the issuing of Proclamations, Tag Days, Parade Permits, and the Canvassing of City residents in conjunction with these events.

Responsibilities

The City Clerk or his/her designate shall consider and have the authority to approve the following permits at no charge:-

Canvasses, Drives, Tag Days

- a) Requests (in writing) for canvasses, drives, and tag days, provided they are not taking place on the same day/weekend. Requests are not to be approved "back to back" so that residents are inundated every weekend. Permission is granted by way of a letter of approval, at no charge, in response to a request in writing.

A maximum of two consecutive days at one time for the holding of a canvass, drive or Tag Day may be approved for these types of activities.

Canvasses, Drives and Tag Days must be made on behalf of, and for the benefit of a Non-Profit Group or Organization.

Proclamations

- b) All requests for proclamations are to be submitted to the Office of the City Clerk in advance of the event (at least 2 weeks prior). The City Clerk or designate shall have discretionary approval over issuing a Proclamation for the standard/annual proclamation requests. All costs associated with the proclamation, such as advertising, are to be borne by applicant.

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The Clerk or his/her designate shall approve proclamations where they are generally sponsored by a local group or organization. If there is no local group, discretion rests with the Clerk to decide whether or not the proclamation will be granted, keeping in mind the interests of the citizens of the City of Kenora.

Proclamations may be proclaimed in duplicate, should more than one event fall during the same requested time period. The Mayor's name will appear on the proclamation as having proclaimed the requested occasion.

Requests for proclamations are to be declined if they relate to:-

- ~ any serious controversial activities
- ~ anything that would promote any illegal activity
- ~ anything that would incite hatred towards any group

Parade Permits

- c) Requests for a Parade Permit must be in writing to the Clerk's Office on the appropriate municipal form and shall include a map outlining the proposed "route" of the walk, parade, march, etc. At the Clerk's discretion, Police Service approval may be obtained prior to formal approval being granted. The Police Service is to receive a copy of the approved form if and when granted, together with applicable municipal departments, and other such agencies, i.e. Ambulance, and Northwestern Health Unit.