

Application for Proclamation

Completed form to be submitted to City Clerk at least four weeks in advance of the event.

A special request from an agency or organization located in Windsor/Essex wishing to establish a proclamation at 350 City Hall Square to mark an event will be reviewed and processed by the City Clerk, who will present the request to the Mayor for signature. If approved, the special request will be noted on the Council Agenda under the Proclamations section for information only.

Note: *As per the City of Windsor Flag/Building Illumination and Proclamation Policy CR329/2025:*

- There will be no presentations or delegations at City Council with respect to proclamation requests
- The City of Windsor will not approve any proclamation that is inappropriate, offensive, or that promotes discrimination, prejudice, or political or religious movements.
- Only requests that are directly related to the City of Windsor by way of a relevant funding or partnership agreement, or that correspond with officially recognized days of awareness, celebration, importance, commemoration or promotion by the provincial or federal governments—or their respective ministries or departments—will be considered. All other requests will be declined.
- You must provide the draft wording for your proclamation in order to receive an official, signed proclamation from the Mayor. Please attach the draft wording to the completed form.

Organization Name: _____

Contact Name: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Email:** _____

Proclamation Requested:

(Name or title of proclamation, week or month to be proclaimed)

Purpose of Proclamation:

Has the same or a similar proclamation been requested previously? ☐ Yes ☐ No

Date of previous request: _____

Signature

Date

Please Submit the Completed Form to the Council Services Department

In person: Council Services Department, 350 City Hall Square West, Suite 530

Email: clerks@citywindsor.ca

Fax: 519-255-6868

The personal information on this form is collected under the authority of the *Municipal Act*. The information is used for the purpose of processing the application for proclamation. Questions about this collection of information can be made to the Manager, Records / Election & Freedom of Information Coordinator, (519) 255-6100 ext. 6578.

Internal Use Only

City Clerk

Date