

TOWN OF STRATFORD - COUNCIL POLICY			
NAME:	SIGNATORY REQUEST POLICY	POLICY NUMBER:	2022-SC-03
COMMITTEE:	SUSTAINABILITY	APPROVAL DATE:	December 14, 2022

1) Introduction

The Town of Stratford has a mission statement that reads: “Our mission is to continually strive to find out what current and future residents and stakeholders need and want, and then deliver it” and a vision that states “Our vision is to become a sustainable community where the social needs of residents are taken care of, where our culture and heritage is rich, diverse and celebrated, where the limits of the earth to sustain us are recognized and respected, where there is a thriving local economy and where there is a transparent and responsive local government”.

The Town of Stratford often receives requests from organizations, associations, individuals, and others, asking for the Town to become a signatory for a cause, event, movement, or other related activity. The purpose of this policy is to streamline these requests for Council and staff to ensure an equitable lens is applied to all.

2) Policy

- a. The Town of Stratford’s mission and vision are to be considered the standard for the community. The elements contained within are what the Town of Stratford continually strives for and pushes towards. Any request for signatory that is outside of these guidelines will be considered through the completion of a request form identifying what differentiates the request from the Town’s existing vision and mission.
- b. Signatory requests which are inclusive of the Town’s existing mission and vision will not ordinarily be considered, however upon completion of the request form, will be considered when deemed extraordinarily appropriate, if they are of or from a:
 - i. Cultural or heritage nature;
 - ii. Environmental, sustainability or resource based nature;
 - iii. Community well-being nature;

- iv. Any other nature which the Town of Stratford deems to be covered by our mission and vision.
- c. Signatory requests will not be considered if they are of or from:
 - i. Political, factional or religious associations or viewpoints;
 - ii. Are known supporters of false, misleading or deceptive messages;
 - iii. Organizations expressing discriminating viewpoints;
 - iv. Violate, limit or exclude any human rights;
 - v. Any other content that is considered inappropriate in the opinion of the Town of Stratford.
- d. All requests must be made to the Chief Administrative Officer and will be brought forward to the appropriate committee, where necessary, with final recommendation from the Sustainability Committee, when the request meets the guidelines of this policy to be considered.

3) Effective Date

This policy is effective on January 1, 2023.

Appendix A – Signatory Request Application

TOWN OF STRATFORD SIGNATORY REQUEST APPLICATION FORM		
APPLICANT INFORMATION		
Applicant Name (in full):		
Applicant Title (if applicable):		
Association, Business or Organization (if applicable):		
Applicant is: <input type="checkbox"/> Resident <input type="checkbox"/> Association, Business, or Organization Representative (PEI based) <input type="checkbox"/> Non-Resident <input type="checkbox"/> Association, Business or Organization Representative (not-PEI based) <input type="checkbox"/> Other (please specify):		
Address:		
Municipality:	Province:	Postal Code:
Telephone:	E-mail:	
Website (if applicable):		
Social Media Accounts (if applicable):		
APPLICATION DETAILS		
The nature of this signatory request is: <input type="checkbox"/> Outside of the Town of Stratford mission and vision <input type="checkbox"/> Within the Town of Stratford mission and vision <input type="checkbox"/> Unsure		
Please provide up to 500 words in support of your application:		

OTHER INFORMATION

Date of this request to be held or recognized on (if applicable):

Location/Address (if applicable):

Please use this space to provide any additional information:

I certify that this request does not meet any item outlined in Section 2 (c) of this policy
☐ Yes ☐ No

☐ Yes ☐ No

Date of application:

NOTE: REQUESTS FOR SIGNATORY WILL ONLY BE GRANTED WHEN APPLICATIONS ARE IN CONFORMITY WITH THE TOWN'S SIGNATORY REQUEST POLICY. THE FINAL DECISION WILL REST WITH COUNCIL.