



STAFF REPORT

Title: Policy No. 222-AD-22 Proclamation Policy

Meeting Date: May 17, 2022

Executive Summary:

It is a typical process within municipalities, that the Chief Elected Official (Mayor or Reeve) will issue proclamations as a ceremonial document to commemorate a specific time period for the purpose of raising awareness about local efforts.

At this time, the City does not have a proclamation policy or any formal procedure or documentation to guide the process for the issuance of proclamations by the City of Cold Lake Mayor. Administration has prepared a draft Policy No. 222-AD-22, Proclamation Policy, which would establish a criteria and a process for the issuance of proclamations by the Mayor of the City of Cold Lake, on behalf of City Council.

Background:

Several municipalities across the province have moved to establish a formalized procedure through policy for the issuance of proclamations by their Chief Elected Official. The benefit of having a formalized policy is that there is value in establishing general criteria to ensure consistent issuance of proclamations where appropriate to raise awareness about local efforts and commemorate specific time periods. The policy can be used to education the public and ensure all community members have an equal opportunity to apply for their local effort or time period to be commemorated through City proclamation.

Policy No. 222-AD-22, Proclamation Policy is attached for the Committee's consideration. It provides the following information:

- Definition of a proclamation
- Criteria to issue a proclamation
- Process to request proclamation

The draft policy is provided for the Committee's feedback.

Should the Committee provide direction for Administration to bring the draft policy before Council for consideration, Administration will prepare the respective Request for Proclamation Form.



Alternatives:

The Committee may direct Administration to:

- Bring Policy No. 222-AD-22, Proclamation Policy to the next Regular Meeting of Council for consideration of first reading.
- Accept this report as information.

Recommended Action:

Direct Administration to bring Policy No. 222-AD-22, being the Proclamation Policy, to the next regular meeting of Council being May 24, 2022 for consideration of first reading.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer