



STAFF REPORT

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

Meeting Date: May 24, 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.

At the May 17, 2022 Corporate Priorities Committee Meeting, the Committee reviewed 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. The Committee recommended the policy be brought to the next regular meeting of Council for approval.

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.

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

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

At the May 17, 2022 Corporate Priorities Committee, positive feedback was received in relation to the Policy No. 222-AD-22, Proclamation Policy, as drafted.



Alternatives:

The Council may choose to:

- Approve Policy No. 222-AD-22, being the Proclamation Policy, as presented.
- Amend Council amend Policy No. 222-AD-22, being the Proclamation Policy.
- Accept the report as information.

Recommended Action:

That Council approve Policy No. 222-AD-22, being the Proclamation Policy, as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer