



Report to: General Committee

Date Report Authored: April 1, 2011

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**SUBJECT:** Revised Proclamations Policy  
**PREPARED BY:** A. Brouwer (Ext. 8220)

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**RECOMMENDATIONS:**

- 1) That Council approve the Revised Proclamations Policy (attached as Appendix “A”); and,
- 2) That Council delegate the authority for approving or denying requests for proclamations that have been previously approved by Council within 5 years of the request date to the Clerk; and,
- 3) That Council delegate the authority for approving or denying requests for proclamations to the Clerk during Council’s summer recess if required, subject to the terms of the Proclamations Policy; and further,
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

The purpose of this report is to obtain Council’s approval of:

- A Revised Proclamations Policy; and,
- The Delegation of Council authority for approving or denying requests for proclamations to the Clerk during Council’s summer recess if required.

**BACKGROUND:**

Legislative Services is in the process of reviewing a number of policies, including a policy to define an application, evaluation and communication procedure for proclamation requests. In addition, at its January 25, 2011 meeting, Council requested staff develop criteria for approving or denying requests for proclamations.

At the March 28, 2011 General Committee, Council reviewed a proposed Proclamations Policy which recommended that Council delegate authority for approving to denying requests for proclamations to the Clerk, subject to the terms of the proposed Policy. Committee indicated its preference to approve or deny new proclamation requests with the exception of Council’s summer recess and proposed minor amendments to the Policy. As such, consideration of the Policy was deferred to the April 11, 2011 General Committee meeting.

**OPTIONS/ DISCUSSION:**

The Town of Markham has had a long practice of issuing proclamations to recognize activities, honour individuals or mark important events related to charitable organizations, cultural and community groups. A list of proclamation requests approved by Council in 2009 and 2010 is attached as Appendix “B”.

Currently, proclamation requests are received in the Office of the Mayor or in Legislative Services and are placed on a Council agenda for approval, prior to the first day to be recognized. Staff has relied on past practices to determine if a proclamation request should be recommended for approval. From time to time, requests for new proclamations are received which are dissimilar to those issued in the past. In the absence of approved evaluation criteria, Council is required to make a determination for new proclamation requests on case by case basis.

To ensure clarity and consistency when evaluating proclamation requests, staff recommend that Council adopt the attached Revised Proclamation Policy (see Appendix “A”), which has been amended to reflect Council’s feedback provided at the March 28, 2011 General Committee meeting. As noted in the Revised Policy, staff recommend that the responsibility for approving or denying requests for proclamations be delegated to the Clerk during Council’s summer recess if required, subject to the terms of the proposed Proclamation Policy. This allows for proclamation requests to be processed in a timely fashion. Staff is also recommending that the Clerk be given the authority to approve proclamation requests that have been previously approved by Council within 5 years of the proclamation request, provided they meet with new eligibility criteria.

**FINANCIAL CONSIDERATIONS:**

None.

**HUMAN RESOURCES CONSIDERATIONS**

None.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

The Revised Proclamations Policy supports the Town’s strategic priority of providing programs and services that address the diverse need of Markham’s residents, businesses and organizations.

**BUSINESS UNITS CONSULTED AND AFFECTED:**

The Communications and Community Relations Department was consulted in the preparation of this report.

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**RECOMMENDED BY:**

4/7/2011

05/04/2011

X 

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Kimberley Kitteringham  
Town Clerk

X 

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Andy Taylor  
Commissioner, Corporate Services

**ATTACHMENTS:**

[Appendix "A" – Revised Proclamations Policy](#)

[Appendix "B" – Requests for Proclamations Approved by Council, 2010 & 2009](#)