



Report to: General Committee

Date Report Authored: February 22, 2011

---

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

---

**RECOMMENDATIONS:**

- 1) That Council approve the Proclamations Policy (attached as Appendix “A”) and delegate the authority for approving or denying requests for proclamations to the Town Clerk, subject to the terms of the Proclamations Policy; and,
- 2) 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:

- i) a Proclamations Policy
- ii) delegation of Council authority for approving or denying requests for proclamations to the Town Clerk.

**BACKGROUND:**

The Clerk’s Office is in the process of reviewing a number of policies, including a policy to define an application, evaluation and communication procedure for proclamation requests.

**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 the Clerk’s Office and are placed on a Council agenda for approval, prior to the first day to be recognized. The Clerk’s Office 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 Proclamation Policy (see Appendix “A”). In addition, staff recommend that the routine responsibility for approving or denying

---

requests for proclamations be delegated to the Town Clerk, subject to the terms of the proposed Proclamation Policy.

**FINANCIAL CONSIDERATIONS:**

None.

**HUMAN RESOURCES CONSIDERATIONS**

None.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Not applicable.

**BUSINESS UNITS CONSULTED AND AFFECTED:**

The Office of the Mayor, Legal Department, Communications and Community Relations Department and Planning and Urban Design Department were consulted in the preparation of this report.

**RECOMMENDED BY:**

3/14/2011

15/03/2011

X



---

Kimberley Kitteringham  
Town Clerk

X



---

Andy Taylor  
Commissioner, Corporate Services

**ATTACHMENTS:**

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

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