

GOVERNANCE ADVISORY COMMITTEE**Proclamations Policy GOV-001-015 (Review)****Report Purpose**

To provide Council with recommendations on amendments to the Proclamations Policy in accordance with the Governance Advisory Committee's mandate.

Recommendation

THAT the revised policy GOV-001-015 Proclamations, as set out in enclosure 2 of the November 27, 2018 Governance Advisory Committee report, be approved.

THAT Administration prepare an updated and enhanced design of the current proclamation, with a cost not to exceed \$600.00, and that the cost of the design work be funded through the current Office of the Elected Official's operating budget.

Rationale

The Governance Advisory Committee (GAC) is responsible for reviewing all Council governance policies in accordance with the policy review schedule. Policy GOV-001-015 Proclamations was scheduled to be reviewed in the fall of 2018 and, accordingly, the GAC reviewed the policy and provided direction on a number of changes:

- Update current policy to the new policy template
- Add definitions for key terms: "Proclamation" and "Mayor"
- Add a new Purpose statement that explains the intent of the policy
- Move the current statement on financial implications to the Guidelines section and ensure that the Guidelines are numbered
- Clarify the guideline that explains when proclamations go to "Council for determination"

These revisions have been incorporated into the revised policy in enclosure 2. The current policy is also provided in enclosure 1.

In addition to the revisions noted above, the Governance Advisory Committee also expressed interest in updating and enhancing the proclamation document. The cost for updating the document is not substantial; however, the expenditure of funds requires a motion from Council. Provided that Council is supportive of updating this document, the design of the revised proclamation document would be subject to the Mayor's review and input since it is the Mayor's office that is responsible for facilitation of the proclamation requests.

Enclosures

- 1 GOV-001-015 Proclamations Policy (current)
- 2 GOV-001-015 Proclamations Policy (revised)