

<b>Policy Number:</b>	<b>C-196</b>
<b>Policy Owner:</b>	<b>Municipal Clerk's Office</b>
<b>Adopted By:</b>	<b>Policy and Priorities Committee</b>
<b>Adoption Date:</b>	<b>2016 November 01</b>
<b>Effective Date:</b>	<b>2016 November 01</b>
<b>Date Last Amended:</b>	<b>2019 September 10</b>
<b>Date Last Reviewed:</b>	<b>2019 August 14</b>

## Purpose

- 1 This policy establishes a standard for proclamations and letters of recognition issued by Rocky View County (the County) in recognition of campaigns, causes, events, individuals, organizations, or community groups of significance in the County.



## Policy Statement

- 2 Proclamations recognize and promote campaigns, causes, events, achievements, and activities that are significant to the County. A proclamation may recognize a particular day, week, or month.
- 3 Letters of recognition are an opportunity for the County to acknowledge individuals and organizations who have achieved provincial, national, or international distinction, or whose contribution to the community demands significant recognition.



## Policy

- 4 All organizations and persons submitting a request for a proclamation or letter of recognition must do so in writing and submit the request to the Municipal Clerk's Office. Proclamation requests must include the proposed text for the proclamation.
- 5 The Reeve may initiate and approve requests for proclamations and letters of recognition that meet the criteria defined in this policy. Council and Council Committees do not debate or approve proclamation and letter of recognition requests.

### Proclamations

- 6 A proclamation may be issued for:
- (1) public awareness campaigns promoting a public good;
  - (2) artistic, athletic, historical, and cultural celebrations held within the boundaries of the County; or
  - (3) charitable and non-profit fundraising events held within the boundaries of the County.
- 7 A proclamation is not issued for campaigns, events, or activities that are:
- (1) contrary to the County's policies or bylaws, or Provincial or Federal legislation;
  - (2) politically or religiously motivated or represent an individual conviction;
  - (3) not directly related to the County or do not represent a County interest;
  - (4) promoting discrimination, hatred, violence or racism;
  - (5) intended for commercial or profit-making purposes; or
  - (6) outside of generally accepted community standards.
- 8 The Reeve may seek the advice of Council when determining whether to approve or deny a proclamation request.
- 9 Upon approval, the Reeve signs a proclamation on behalf of the County. The County sends the original signed proclamation to the requestor, posts a copy of the proclamation on the County's website, and distributes a copy to Councillors and local media outlets.

### Letters of Recognition

- 10 A letters of recognition may be issued:
- (1) to residents of the County for a wedding anniversary in excess of 50 years and every five years above 50 years;
  - (2) to a resident of the County for a birthday at 80 years of age and every birthday above 80 years;

- (3) to an individual for volunteering in the County for 25 years and every five years above 25 years;
  - (4) to an individual or team who resides in the County for winning a medal at a recognized provincial, national, or international sporting event;
  - (5) to an individual or organization who resides in the County for winning an award, prize, or special recognition from a recognized provincial, national, or international association, society, organization, or government agency; or
  - (6) to a non-profit organization or community group in the County for significant anniversary dates or milestones.
- 11 A letter of recognition is not issued for:
- (1) matters contrary to County policies and bylaws, and provincial or federal legislation;
  - (2) events, milestones, or achievements that are routine in nature and likely to be achieved by large numbers of people, such as high school graduation, tenth birthdays, etc.;
  - (3) matters that are contentious or divisive;
  - (4) events intended for profit making or business prospecting purposes; or
  - (5) matters outside of generally accepted community standards.
- 12 Upon approval, the Reeve signs a letter of recognition on behalf of the County. The County sends the original signed letter of recognition to the requestor and distributes a copy to Councillors.
- 13 Personal information contained in letters of recognition requests are collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of considering and issuing a letter of recognition. Questions regarding the collection or release of such personal information may be directed to the Municipal Clerk at 403-230-1401.



## References

### Legal Authorities

- *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25
- *Municipal Government Act*, RSA 2000, c M-26

### Related Plans, Bylaws, Policies, etc.

- N/A

Related Procedures

- N/A

Other

- N/A



## Policy History

Amendment Date(s) – Amendment Description

- 2019 September 10 – Council amended – New policy format and writing standards, update to align with current practices

Review Date(s) – Review Outcome Description

- 2019 August 14 – Minor update needed for new County standards and practices



## Definitions

14 In this policy:

- (1) “Committee” means a committee of Rocky View County established by Council or an external committee to which Council makes appointments;
- (2) “Council” means the duly elected Council of Rocky View County;
- (3) “Councillor” means a duly elected member of Rocky View County Council;
- (4) “County” means Rocky View County;
- (5) “letter of recognition” means a written acknowledgement signed by the Reeve on behalf of Council and issued to a group or an individual for an accomplishment that is not generally or routinely achieved by most people, peers, or organizations;
- (6) “*Freedom of Information and Protection of Privacy Act*” means the Province of Alberta’s *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended or replaced from time to time;
- (7) “*Municipal Government Act*” means the Province of Alberta’s *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
- (8) “proclamation” means a ceremonial document issued and signed by the Reeve on behalf of Council that officially recognizes the importance of a person, organization, cause, event, or campaign for a certain day, week, or month;
- (9) “Reeve” means the Chief Elected Official of Rocky View County pursuant to the *Municipal Government Act*; and

- (10) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.