PROCLAMATIONS AND LETTERS OF RECOGNITION

Council Policy

C-196

Policy Number:	**C-196**
Policy Owner:	**Legislative Services**
Adopted By:	**Council**
Adoption Date:	**2016 November 01**
Effective Date:	**2026 May 12**
Date Last Amended:	**2026 March 31**
Date Last Reviewed:	**2026 March 31**

Purpose

1 The purpose of this policy is to establish a standard for proclamations and letters of recognition issued by Rocky View 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 residents' personal milestones, as well as individuals and organizations who have achieved distinction or whose contributions to the community merit recognition.

Policy

4 A request for a proclamation or a letter of recognition may be submitted by:

(1) completing the prescribed form on the County's website;

(2) emailing Legislative Servies at legislativeservices@rockyview.ca; or

(3) presenting the request in person at County Hall.

Proclamations

5 The Reeve, in consultation with Council, may initiate and approve requests for proclamations that meet the criteria defined in this policy.

6 A proclamation may be issued for:

(1) public awareness campaigns promoting a public good;

(2) artistic, athletic, historical, or 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 Applicants requesting a proclamation are responsible for:

(1) providing the proposed text for the proclamation;

(2) submitting the request 10 business days prior to the date seeking to be proclaimed.

9 The County reserves the right to refuse a proclamation request, or amend the proposed text of a proclamation. The County will work with the applicant prior to amending the text of a proclamation or refusing a proclamation request.

10 If a proclamation is approved:

(1) the Reeve signs the proclamation on behalf of the County; and

(2) Administration sends the original signed proclamation to the applicant, posts a copy of the proclamation on the County's website, and distributes a copy to Council.

Letters of Recognition

11 A councillor may initiate and approve letter of recognition requests that originate from their electoral division provided the request meets the criteria defined in this policy.

(1) A councillor may request the Reeve sign a letter of recognition if the subject of the requested letter of recognition has a broader impact than the councillor's electoral division.

12 A letter of recognition may be issued:

(1) to a County resident for a significant wedding anniversary, birthday, or personal milestone;

(2) to an individual or organization for significant volunteering accomplishments in the County;

(3) to an individual or team who resides in the County for participation in a significant competitive sporting event;

(4) to an individual or organization who resides in the County for winning a significant award, prize, or special recognition; or

(5) to a County-based non-profit organization or community group for significant accomplishments or milestones.

13 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 a large number of people;

(3) matters that are contentious, divisive, or outside generally accepted community standards; or

(4) events intended for profit making or business prospecting purposes.

14 Applicants requesting a letter of recognition request are responsible for:

(1) submitting the request 10 business days prior to the date required; and

(2) providing the proposed text for the letter of recognition.

15 The County reserves the right to refuse a letter of recognition request, or amend the proposed text of a letter of recognition. The County will work with the applicant prior to refusing a proclamation request or amending the proposed text of a proclamation request.

16 If a letter of recognition is approved:

(1) the letter of recognition is signed on behalf of the County in accordance with section 11 of this policy; and

(2) Administration sends the original signed letter of recognition to the applicant and distributes a copy to Council.

References

Legal Authorities	• N/A
Related Plans, Bylaws, Policies, etc.	• *Flag Protocol* C-713
Related Procedures	• N/A
Other	• N/A

Policy History

Amendment Date(s) – Amendment Description	• 2019 September – Council amended – New policy format and writing standards, update to align with current practices

Review Date(s) – Review Outcome Description	• 2019 August – Minor update needed for new County standards and practices • 2026 March – Amended to update applicant responsibilities

Definitions

17 In this policy:

(1) "Council" means the duly elected Council of Rocky View County;

(2) "Councillor" means a duly elected member of Rocky View County Council;

(3) "letter of recognition" means a written acknowledgement signed on behalf of the County and issued to a group or an individual for an accomplishment or milestone;

(4) "public good" means an initiative, action, or information campaign which seeks to improve community well-being, to the satisfaction of the Reeve, in consultation with Council;

(5) "proclamation" means a ceremonial document issued and signed by the Reeve on behalf of Council that officially recognizes the importance of a cause, event, or campaign for a certain day, week, or month;

(6) "Reeve" means the chief elected official of Rocky View County pursuant to the *Municipal Government Act,* or the Deputy Reeve in the Reeve's absence; and

(7) "Rocky View County" or "the County" means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.