



# CHESTERMERE

**Policy Name:** Civic Recognition Policy

**Policy Number:** 861

<b>Effective Date:</b> April 28, 2026	<b>Approved By:</b> Mayor & Council
<b>Policies Amended / Rescinded:</b> Policy #839 – Proclamations and Letters of Support	<b>Policy Type:</b> Council Policy

## **I. Purpose and Intent**

The City of Chestermere recognizes that civic recognition is an essential expression of community identity. Acknowledging the achievements, contributions, and milestones of individuals, organizations, and causes reflects who we are as a community and reinforces the values that make Chestermere distinctive.

The purpose of this Policy is to establish a clear, consistent, and equitable framework for all forms of civic recognition issued by or on behalf of the City of Chestermere. This includes proclamations, certificates of recognition, letters of recognition, letters of support, commendations, and correspondence issued through the Office of the Mayor or by individual Members of Council in their personal capacity.

- 1 This Policy is intended to:
  - 1.1 ensure that civic recognition is administered in a manner that is fair, transparent, inclusive, and consistent with the City’s strategic priorities and community values;
  - 1.2 provide clear criteria, procedures, and lines of authority for all recognition activities;



# CHESTERMERE

- 1.3 protect the integrity and authority of the Office of the Mayor and Council as a whole; and
- 1.4 create space for the City to proactively celebrate the people, organizations, and contributions that make Chestermere distinctive.

Recognition Documents issued under this Policy are ceremonial or supportive in nature. They do not carry legislative, legal, or financial value unless expressly stated in a Council resolution, and do not constitute an endorsement of any organization's governance, mandate, finances, or activities.

## **II. Definitions**

- 1 For the purposes of this Policy, the following definitions apply:
  - 1.1 **“Administration”** means the organization known as the City of Chestermere, led by the Chief Administrative Officer;
  - 1.2 **“Certificate of Recognition”** means a formal ceremonial document issued by the Mayor or designate to recognize an individual, youth, family, group, organization, or business for exceptional contributions, outstanding achievements, significant milestone occasions, or acts of courage or heroism connected to the Chestermere community, initiated by a Member of Council through the Office of the Mayor;
  - 1.3 **“Commendation”** means an official recognition issued by the Mayor to recognize a distinguished act of service, heroism, volunteerism, or major achievement by an individual, group, or organization connected to Chestermere;
  - 1.4 **“Community Organization”** means a registered non-profit, charitable organization, society, service club, or registered community group that operates within or has a significant presence in the City of Chestermere and has been in active operation for a minimum of twelve (12) months;



## CHESTERMERE

- 1.5 “Congratulatory Letter (Individual)”** means an informal letter issued by an individual Member of Council, on City letterhead, in their personal capacity as an elected official, to acknowledge a constituent's personal milestone. Such letters do not represent the position or endorsement of Council as a whole;
- 1.6 “Letter of Recognition”** means a ceremonial letter issued on Office of the Mayor letterhead to acknowledge a profession or professional group, an organization's significant anniversary or historic milestone, a notable commemoration with local relevance, or a special event, conference, or gathering of significance to the Chestermere community;
- 1.7 “Letter of Support”** means a formal letter issued by the Mayor, or by Council through a resolution, expressing the City's support for a grant application, funding request, or project proposal being submitted by an eligible organization. A Letter of Support is not a financial commitment by the City unless Council has expressly resolved otherwise;
- 1.8 “Mayor’s Designate”** means a person expressly authorized by the Mayor, in writing, to carry out a specific function or sign a specific document under this Policy in the Mayor's absence. The Deputy Mayor serves as the default designate in the Mayor's absence unless otherwise directed;
- 1.9 “Milestone Anniversary”** means an anniversary of twenty-five (25) years, and every five (5) years thereafter, or as otherwise determined appropriate by the Mayor or designate;
- 1.10 “Proclamation”** means a formal ceremonial document signed by the Mayor or designate that publicly recognizes the importance of a charitable cause or event, an arts or cultural celebration, a community-wide observance, or a public awareness campaign for a specific day, week, or month;



## CHESTERMERE

- 1.11 “Recognition Document”** means any ceremonial or formal document described in this Policy, including Proclamations, Certificates of Recognition, Letters of Recognition, Letters of Support, Commendations, and Congratulatory Letters (Individual);
- 1.12 “Significant Birthday”** means a birthday at age eighty-five (85), and every five (5) years thereafter, and then every year from age one hundred (100) onward. Recognition at other ages may be issued at the discretion of the issuing Member of Council where exceptional circumstances warrant; and
- 1.13 “Youth”** means an individual who is 17 years of age or younger at the time of the nomination or recognition request.

### **III. Scope and Applicability**

This Policy applies to all Recognition Documents and correspondence issued using City of Chestermere letterhead, the City seal, or the title of any elected official acting in their capacity as a Member of Council.

This Policy applies to recognition initiated by the Office of the Mayor, by individual Members of Council, and to requests received from external parties.

This Policy does not apply to internal employee recognition programs administered by the City's Human Resources department.



# CHESTERMERE

## **IV. Types of Recognition**

### **1 Proclamations**

Proclamations are ceremonial documents that draw public attention to a cause, event, awareness campaign, or observance of significance to the Chestermere community. They may be issued for a specific day, week, or month. Proclamations do not carry legislative, legal, or financial value and do not represent an endorsement of any organization.

**1.1** Proclamations may be issued for the following purposes:

**1.1.1** to highlight a charitable cause or public awareness campaign;

**1.1.2** to celebrate an art, cultural, or heritage event;

**1.1.3** to acknowledge a community-wide observance of local, provincial, national, or international significance, including reconciliation observances, commemorative days, and public health awareness campaigns;

**1.1.4** to recognize the contributions of a profession or sector to the Chestermere community; or

**1.1.5** to recognize a City-wide program, initiative, or commemoration.

Proclamations shall not be issued for commercial funding efforts, for-profit activities, or campaigns that are primarily financial in nature, even where the beneficiary is charitable.

Schedule A to this Policy contains the City's annual calendar of approved proclamations and observances. Schedule A may be updated annually by Legislative Services in consultation with the Mayor to reflect additions, removals, or changes to nationally or provincially recognized observances. Substantive changes to the types or categories of observances reflected in Schedule A shall be brought to Council for direction.



# CHESTERMERE

## **2** Certificates of Recognition

Certificates of Recognition are formal ceremonial documents presented by the Mayor or designate to recognize achievements and contributions at the community level. All Certificates of Recognition must be requested by a Member of Council through the Office of the Mayor, reviewed by Legislative Services for compliance with this Policy, and issued and signed by the Mayor or designate.

**2.1.** Certificates of Recognition may be issued to individuals, families, groups, organizations, or businesses in connection with:

- 2.1.1** exceptional service to the Chestermere community through volunteerism, charitable work, or civic engagement;
- 2.1.2** outstanding personal or professional achievement, including achievement in sports, arts, academics, or professional fields;
- 2.1.3** athletic achievement at the provincial, national, or international level, including Olympic, Paralympic, and Special Olympics participation or medal performance;
- 2.1.4** significant Birthdays or Milestone Anniversaries as defined in this Policy;
- 2.1.5** retirement after a career of community significance;
- 2.1.6** acts of courage, heroism, or distinguished service; or
- 2.1.7** other occasions of civic significance as determined by the Mayor upon the recommendation of a Member of Council.



# CHESTERMERE

## **3** Youth Recognition

The City recognizes the particular importance of celebrating youth achievement and citizenship.

**3.1** Certificates of Recognition may be issued to the Youth residents of Chestermere who demonstrate:

**3.1.1** outstanding athletic, artistic, academic, or professional achievement;

**3.1.2** exceptional leadership, volunteerism, or service to the community; or

**3.1.3** acts of courage, civic engagement, or positive impact on the Chestermere community.

Youth Recognition requests may be initiated by a Member of Council, by a school, by a Community Organization, or by a parent or guardian on behalf of a young person. All Youth Recognition requests are subject to the same review and approval process as other Certificates of Recognition.

## **4** Letters of Recognition

**4.1** Letters of Recognition are issued on Office of the Mayor letterhead to acknowledge:

**4.1.1** a profession or professional group;

**4.1.2** an organization's Significant Anniversary or historic milestone;

**4.1.3** a notable commemoration with local relevance; or

**4.1.4** special event programs, conferences, or gatherings of significance to the Chestermere community.



# CHESTERMERE

## **5** Letters of Support

Letters of Support are issued by the Mayor on behalf of the City to provide formal support for grant applications, funding requests, or project proposals submitted by Community Organizations. A Letter of Support signals the City's acknowledgement of and general support for the purpose of a request. It does not constitute a financial commitment, partnership agreement, or guarantee of success, and shall include a standard disclaimer to that effect.

### **5.1** Letters of Support may be issued where:

- 5.1.1** the requesting organization is a Community Organization with a meaningful connection to the City of Chestermere;
- 5.1.2** the purpose of the grant or project aligns with at least one of the City's current strategic priorities;
- 5.1.3** the request does not conflict with City policies, bylaws, or Council's existing policy positions; and
- 5.1.4** the requested support does not imply a financial contribution from the City unless Council has expressly resolved to provide one.

A Letter of Support issued on behalf of Council, as opposed to the Mayor alone, requires express authorization by way of a Council resolution. No Member of Council may issue a letter purporting to represent Council's support without such a resolution.

Letters of Support shall not be issued to for-profit organizations, for purposes that are primarily commercial in nature, or for projects that conflict with City policy.



# CHESTERMERE

## 6 Commendations

Commendations are issued to recognize distinguished acts of service, heroism, or major achievements for the benefit of the people of Chestermere. They may be issued to individuals, City employees, groups, or organizations, and are administered through the Office of the Mayor.

## 7 Individual Congratulatory Letters from Members of Council

Members of Council may, in their personal capacity as elected officials, issue individual Congratulatory Letters (Individual) to constituents on City letterhead for personal milestones such as Significant Birthdays, anniversaries, retirements, or similar occasions. These letters are issued at the Member of Council's own discretion and do not require prior approval through the Office of the Mayor.

### 7.1 Such letters must:

- 7.1.1 be clearly identifiable as being from the individual Member of Council and not from Council as a whole or from the Mayor's Office;
- 7.1.2 not use language implying they represent the position, endorsement, or authority of Council as a body;
- 7.1.3 not be issued in connection with grant applications, funding requests, or any matter that could be construed as official City support or endorsement;
- 7.1.4 comply with the City's current letterhead and branding standards as directed by Administration; and
- 7.1.5 any congratulatory letters from a Member of Council must be sent to Legislative Services and all Members of Council.

A Member of Council may not issue any correspondence on behalf of Council, the Mayor's Office, or the City of Chestermere as a governing body without express authorization through the Office of the Mayor or by Council resolution.



## CHESTERMERE

### **8** Mayor's Messages and Program Letters

The Mayor may provide brief congratulatory messages or program letters on Office of the Mayor letterhead for events, conferences, and community milestones not requiring a formal Proclamation or Certificate of Recognition. These are issued at the Mayor's discretion and are administered by Legislative Services.

### **V. Observances, Illuminations, and Flags**

In addition to proclamations, the City may mark significant occasions through building illuminations and flag protocols. These are ceremonial expressions of civic recognition and solidarity.

Illuminations of City facilities and flag protocols are coordinated through Legislative Services in consultation with the Chief Administrative Officer (CAO). The annual calendar of approved illuminations and flag observances is maintained as part of Schedule A to this Policy.

Requests for illuminations from external organizations are subject to the same eligibility criteria as Proclamation requests set out in Section VIII (2) of this Policy. No more than one illumination request per organization shall be approved in a calendar year.

Flags at City facilities may also be flown at half-mast in recognition of significant occasions as directed by the Chief Administrative Officer (CAO), in accordance with provincial protocol and the annual observances calendar in Schedule A.



# CHESTERMERE

## **VI. Authority and Responsibilities**

### **1 Office of the Mayor**

The authority to issue all formal Recognition Documents, including Proclamations, Certificates of Recognition, Letters of Recognition, Letters of Support, and Commendations, resides with the Office of the Mayor. The Mayor is the sole authorized signatory for formal Recognition Documents, except where expressly delegated to the Mayor's Designate.

The Mayor retains full discretionary authority to decline any recognition request that, in the Mayor's judgment, is inconsistent with the interests, values, or reputation of the City of Chestermere, regardless of whether the stated eligibility criteria are otherwise satisfied. Where the Mayor exercises this discretionary authority to decline a request that originated from or was endorsed by a Member of Council, the Mayor shall notify Council of the decision at or before the next regularly scheduled Council meeting. This notification is for information purposes and does not constitute a right of appeal.

### **2. Legislative Services**

#### **2.1. Legislative Services is responsible for:**

**2.1.1** receiving, logging, and acknowledging all external requests for Recognition Documents;

**2.1.2** reviewing requests for completeness and compliance with the criteria in this Policy;

**2.1.3** making a written recommendation to the Office of the Mayor or the requesting Member of Council as to eligibility;

**2.1.4** drafting Recognition Documents in a standardized format with input from the requesting party;

**2.1.5** coordinating execution and delivery or presentation of Recognition Documents;



## CHESTERMERE

- 2.1.6** maintaining a complete and current registry of all Recognition Documents issued, including the type, recipient, issuing authority, and date of issuance;
- 2.1.7** maintaining Schedule A and coordinating annual updates with the Mayor; and
- 2.1.8** forwarding approved Proclamations and Letters of Recognition to Communications for publication on the City's website.

The Manager of Legislative Services may delegate these administrative functions to a designated Legislative Officer or qualified administrative staff member.

### **VII. Who May Request**

#### **1 External Requests**

- 1.1** Requests for Recognition Documents from external parties may be submitted by:
  - 1.1.1** a Community Organization based in or having a significant presence within the City of Chestermere;
  - 1.1.2** an individual resident of Chestermere on behalf of a family member, neighbour, or community member;
  - 1.1.3** a parent or guardian submitting a Youth Recognition request on behalf of a young person;
  - 1.1.4** a local school, submitting a Youth Recognition request on behalf of a student; or
  - 1.1.5** a local chapter of a provincial or national organization hosting an event in Chestermere.



# CHESTERMERE

## **2** Internal Requests

Members of Council and City Administration may initiate recognition requests for community members, organizations, or events connected to City business or civic life. Requests for Certificates of Recognition must be submitted by a Member of Council to Legislative Services through the Office of the Mayor. All internal requests are subject to the same eligibility criteria as external requests.

Members of Council and Administration are encouraged to bring forward recognition requests for Chestermere residents and organizations whose achievements come to their attention, including athletic achievement, professional distinction, volunteerism, and acts of courage or service.

## **VIII.** Eligibility Criteria

### **1** General Criteria

**1.1** All requests for Recognition Documents must meet all the following general criteria:

- 1.1.1** the recognition must be connected to an individual, organization, event, or occasion with a meaningful link to the City of Chestermere or its residents;
- 1.1.2** the cause, event, or individual must contribute positively to the economic, social, cultural, or civic fabric of the City; and
- 1.1.3** the recognition must reflect the prevailing expectations of an inclusive and respectful community.



# CHESTERMERE

## **2 Proclamation and Illumination Eligibility**

To be eligible for a Proclamation, Illumination, or related flag observance, a request must satisfy the General Criteria in Section VIII (1) and must fall within at least one of the following eligibility tiers. The tiered structure provides an objective, transparent basis for determining whether a request qualifies, ensuring that City recognition decisions are principled and consistent rather than discretionary on a case-by-case basis.

### **2.1. Tier 1 – Recognized Observances (Eligible)**

**2.1.1** An observance, day, week, or month is eligible for a Proclamation, Illumination, or flag observance where it is formally recognized by:

**2.1.1.1** the Government of Canada through the Department of Canadian Heritage's official calendar of Important and Commemorative Days; or

**2.1.1.2** the Province of Alberta under the *Special Days Act, SA 2022, c S-11.8*, through a Ministerial Order, Order in Council, or provincial statute.

Tier 1 status confirms that another level of government has determined the cause or commemoration is of sufficient national or provincial significance to merit formal recognition. This makes a request eligible for consideration; it does not automatically result in inclusion on Schedule A or guarantee issuance of a Recognition Document.

Schedule A reflects the City's curated selection of Tier 1 and Tier 2 observances that are relevant and meaningful to the Chestermere community. Inclusion on Schedule A is determined by Legislative Services in consultation with the Mayor, having regard to local community composition, City strategic priorities, and available Council meeting time. The Mayor retains full discretionary authority as set out in Section VI (1). A Tier 1



## CHESTERMERE

observance not currently on Schedule A may be added through the annual Schedule A review process or upon a written request that demonstrates local relevance.

### **2.2. Tier 2 – Demonstrated Local Significance**

**2.2.1** An observance not recognized under Tier 1 may be considered for a Proclamation where the requesting party demonstrates all the following:

**2.2.1.1** The cause, campaign, or observance has a meaningful and documented connection to the City of Chestermere, including through the active presence of a registered Community Organization in Chestermere that is directly engaged in the cause;

**2.2.1.2** the cause contributes to the health, safety, economic vitality, cultural life, or civic identity of the Chestermere community; and

**2.2.1.3** the request is not primarily commercial, political, or partisan in nature.

In assessing local significance, Legislative Services, in consultation with the Mayor, may consider the demonstrable presence and activity of the requesting organization within Chestermere, including its membership, programming, and engagement with Chestermere residents. A cause with no active organizational presence in Chestermere does not meet the Tier 2 threshold regardless of its national prevalence or significance elsewhere.

Legislative Services, in consultation with the Mayor, determines whether a request satisfies Tier 2 criteria. This determination is made on the individual merits of each request and does not establish precedent for future requests on the same subject.



## CHESTERMERE

### **2.3. Default – Requests that do not qualify**

Requests that do not satisfy either Tier 1 or Tier 2 shall be declined. The City is not obligated to recognize every cause, campaign, awareness day, or observance for which a request is received. Eligibility under either tier does not guarantee issuance; the Mayor retains full discretionary authority as set out in Section VI (1).

### **3 Certificate of Recognition Criteria**

#### **3.1 Certificates of Recognition may be issued where all the following apply:**

**3.1.1** the request must be initiated by a Member of Council through the Office of the Mayor;

**3.1.2** the recipient must have made exceptional contributions to the Chestermere community through volunteerism, charitable work, or civic engagement; demonstrated outstanding achievement in their profession, sport, arts, or field; reached a Significant Birthday or Milestone Anniversary as defined in this Policy; performed an act of courage, heroism, or distinguished service; or, in the case of a Youth recognition, demonstrated outstanding achievement or citizenship as described in Section IV (3); and

**3.1.3** the request must have been reviewed by Legislative Services and found to meet the criteria of this Policy.



# CHESTERMERE

## **4** Letter of Support Criteria

**4.1** In addition to the general criteria in Section VIII (1), requests for Letters of Support must meet all the following:

**4.1.1** the requesting organization must be a registered non-profit, charitable organization, or Community Organization with an active presence in Chestermere;

**4.1.2** the purpose of the grant or project must align with at least one of the City's current strategic priorities;

**4.1.3** the request must not obligate the city financially unless Council has expressly resolved otherwise; and

**4.1.4** the City must not have previously issued a Letter of Support for the same application or project in the same funding cycle.

## **5** Exclusions

**5.1** The following shall be considered grounds for declining any recognition request:

**5.1.1** the cause, event, organization, or individual is contentious, potentially divisive, or inconsistent with applicable human rights legislation;

**5.1.2** the cause, event, organization, or individual is inconsistent with City policies, bylaws, or Council's strategic priorities;

**5.1.3** the cause, event, organization, or individual is primarily political or partisan in nature;

**5.1.4** the cause, event, organization, or individual is primarily commercial in nature and intended for profit-making purposes;

**5.1.5** the cause, event, organization, or individual has no meaningful connection to the City of Chestermere;

**5.1.6** the cause, event, organization, or individual advocates for or is associated with discrimination, hatred, or violence;



## CHESTERMERE

- 5.1.7** the request is anonymous or does not include sufficient information to assess eligibility;
- 5.1.8** the City has previously issued the same type of recognition for the same cause, event, or individual in the same calendar year, except were directed by Council resolution; or
- 5.1.9** the recognition could reasonably be interpreted as implying City financial support, partnership, or endorsement beyond what the Recognition Document itself states.

### **IX. Procedures**

#### **1 Submission Requirements**

All external requests must be submitted in writing to Legislative Services. Verbal inquiries may be made to understand the process; however, only written requests will be acted upon. The city maintains an online submission mechanism on the city website to support accessible, public submission of recognition requests.

##### **1.1 Requests must include:**

- 1.1.1** The full name and contact information of the requesting individual or organization;
- 1.1.2** the type of recognition requested;
- 1.1.3** a description of the cause, event, individual, or project to be recognized, and how the request satisfies the applicable eligibility criteria;
- 1.1.4** the preferred date of presentation or issuance; and
- 1.1.5** for Letters of Support: the details of the grant or funding program being applied to, the funding deadline, and any required wording or format.

Additional supporting information or documentation may be requested by Legislative Services where necessary.



# CHESTERMERE

## **2** Lead Times

Requests must be received by Legislative Services no fewer than four (4) weeks prior to the requested recognition or issuance date. Exceptions to this lead time may be granted at the discretion of the Manager of Legislative Services, or by direction of City Council where operational or scheduling circumstances warrant, provided that the substantive eligibility criteria of this Policy are still met.

## **3** Review and Approval Process

Legislative Services will review each request for completeness and assess it against the criteria established in this Policy.

Legislative Services will make a written recommendation to the Office of the Mayor as to whether the request meets policy criteria and what type of recognition, if any, is appropriate.

The Mayor or Mayor's Designate makes the final determination as to whether to approve, decline, or modify a request. Submission of a request does not guarantee the issuance of a Recognition Document. The City reserves the right to determine the most appropriate type of Recognition Document based on the information provided.

Where a request is declined, Legislative Services will notify the applicant in writing with a brief explanation. Declined requests may be resubmitted if the grounds for refusal have been addressed.

Approved requests will be drafted by Legislative Services in a standardized format with input from the requesting party. Text provided by the requesting party is subject to review and revision by Legislative Services.



## CHESTERMERE

The Mayor or Mayor's Designate will sign the completed Recognition Document prior to presentation or delivery.

#### 4 Presentation

Proclamations, Certificates of Recognition, and Commendations presented at Council meetings will appear on the Council meeting agenda. Recognition Documents may also be presented at a community event or another appropriate occasion, as agreed upon between the requester and Legislative Services.

Where a Recognition Document is initiated by a specific Member of Council, that Member of Council may present alongside the Mayor.

For Youth Recognition, the city will make reasonable efforts to ensure the presentation setting is appropriate and dignified for the recipient, which may include presentation at a school, community event, or Council meeting.

#### 5 Frequency Limits

An organization may request no more than one (1) Proclamation or Letter of Recognition per calendar year, except were directed by Council resolution.

Previous Recognition Documents are not precedent-setting, and each request is assessed on its own merits in the year it is submitted. An organization does not hold exclusive rights to any day, week, or month that has been proclaimed or acknowledged.



# CHESTERMERE

## **6** Format and Branding Standards

All formal Recognition Documents will be prepared on official City of Chestermere letterhead using standardized templates maintained by Legislative Services.

Proclamations will bear the Mayor's signature and the City's official seal. Certificates of Recognition will bear the Mayor's signature or that of the Mayor's Designate.

Congratulatory Letters (Individual) issued by Members of Council must comply with the City's current letterhead and branding standards and must clearly identify the issuing Councillor as the author.

The City will not publish or incur expenses for advertising any Recognition Document on behalf of a requesting organization.

## **X. General Provisions**

### **1** Non-Endorsement

Recognition Documents are ceremonial or supportive in nature and do not carry legislative, legal, or financial value unless expressly stated in a Council resolution. They do not constitute an endorsement by the Office of the Mayor, Members of Council, or the City of Chestermere of any organization's governance, mandate, finances, or activities.

### **2** Unanticipated Circumstances

Where a request or circumstance falls outside the scope of this Policy or presents situations not contemplated herein, Legislative Services will advise the Mayor and, where appropriate, bring the matter to Council for direction.



## CHESTERMERE

### **3** Future Civic Recognition Programs

Council may, by separate resolution, establish an annual civic recognition program, awards program, or other structured recognition initiative to celebrate the contributions of Chestermere residents, organizations, and businesses. Any such program shall be governed by a Council-approved framework and shall operate independently of the day-to-day recognition activities described in this Policy.

### **4** Personal Information and Privacy

Personal information collected in connection with recognition requests is collected under the authority of Section 4(c) of the *Protection of Privacy Act, SA 2024, c P-28.5*, and will be used solely for the purposes of processing the request. Questions regarding the collection and use of personal information may be directed to the City's Privacy Coordinator.

### **5** Limitation of Liability

The City of Chestermere assumes no liability arising from the issuance of a Recognition Document. Issuance of any Recognition Document does not create a legal relationship, partnership, or obligation between the City and the recipient or requesting party.

### **6** No Right of Appeal

Decisions regarding recognition requests are made at the sole discretion of the Mayor or Mayor's Designate. There is no formal right of appeal. Applicants who believe their request was declined in error may request a written explanation from Legislative Services and may resubmit where the grounds for refusal have been addressed.



# CHESTERMERE

## 7 Rescindment

Upon approval of this Policy by Council, Policy #839, being the Proclamations and Letters of Support Policy, shall be rescinded in its entirety.

**Adopted by Council:** April 28, 2026

**Resolution Number:** 260428-26

X

Mayor, Shannon Dean

X

Chief Administrative Officer, Kent Edney



# CHESTERMERE

Last Review Date: April 28, 2026

Next Review Date: April 28, 2030

<b>Revision History</b> <i>(Completed by Legislative Services):</i>		
<b>Policy Title</b>	<b>Date Approved</b>	<b>Resolution Number</b>
Policy #861 Civic Recognition Policy	April 28, 2026	260428-26
Policy #839 – Proclamations and Letters of Support	September 10, 2024	240910-27
Policy #839 – Proclamations and Letters of Support	May 22, 2018	1.017.052218 222-18



# CHESTERMERE

## SCHEDULE A

### Annual Calendar of Proclamations, Observances, and Illuminations

*This Schedule is maintained by Legislative Services in consultation with the Mayor and is updated annually to reflect the City's recognized proclamations, observances, illuminations, and flag protocols. This Schedule does not require Council approval for annual updates unless substantive changes to categories or types of observances are proposed.*

- Tier 1 – CH = Recognized by the Government of Canada (Canadian Heritage).
- Tier 1 – AB = Recognized by the Province of Alberta (Special Days Act).
- Tier 1 – CH & AB = Recognized by both.
- Tier 2 – City = Established by City of Chestermere Council resolution or administrative determination.
- See Section VIII (2) for the full Tier framework.
- Council meeting dates are assigned based on the closest preceding or following Council meeting to the observance date. Legislative Services shall confirm alignment with the annual Council meeting calendar.

Observance / Proclamation	Dates (2026)	Tier	Action	Council Meeting
<b>JANUARY</b>				
No Scheduled Observances				
<b>FEBRUARY</b>				
Black History Month	February	Tier 1 – CH & AB	Proclamation	Feb 10
Alberta Family Day	February 16	Tier 1 – AB	Holiday / Illumination	—
Pink Shirt Day	February 25	Tier 2 – City	Illumination	—
<b>MARCH</b>				
Alberta Francophonie Month	March	Tier 1 – AB	Proclamation	Mar 10
International Women's Day	March 8	Tier 1 – CH	Proclamation / Illumination	Mar 10
<b>APRIL</b>				
Sikh Heritage Month	April	Tier 1 – CH & AB	Proclamation	Apr 14
Battle of Vimy Ridge / National Day of Remembrance	April 9	Tier 1 – CH	Flags Half-Mast	—
International Day of Pink	2nd Wed of April	Tier 1 – CH	Illumination	—
Alberta Get Outdoors Weekend	2nd Weekend	Tier 1 – AB	Proclamation	Apr 14
Earth Day	April 22	Tier 2 – City	No Lights	Apr 14
National Day of Mourning	April 28	Tier 1 – AB	Flags Half-Mast	—
<b>MAY</b>				
National First Responders Day	May 1	Tier 1 – CH	Flags Half-Mast	—
Emergency Preparedness Week	May 3-9	Tier 2 – City	Proclamation	Apr 28
Canadian Mental Health Week	May 4-10	Tier 2 – City	Proclamation	Apr 28



# CHESTERMERE

Red Dress Day	May 5	Tier 2 – City	Proclamation / Illumination	Apr 28
National Public Works Week	May 17-23	Tier 2 – City	Proclamation	May 12
Victoria Day	May 18	Tier 1 – CH	Holiday / Illumination	—
National AccessAbility Week	Last Sun of May	Tier 1 – CH	Proclamation	May 26
<b>JUNE</b>				
National Indigenous History Month	June	Tier 1 – CH	Proclamation	Jun 9
Pride Month	June	Tier 1 – CH	Proclamation / Illumination	Jun 9
Recreation & Parks Month	June	Tier 2 – City	Proclamation	Jun 9
Seniors' Week (Alberta)	1st full week in June	Tier 1 – AB	Proclamation	May 26
Canadian Armed Forces Day	1st Sunday in June	Tier 1 – AB	Proclamation	May 26
National Indigenous Peoples Day	June 21	Tier 1 – CH	Proclamation / Illumination	Jun 9
National Day of Remembrance – Victims of Terrorism	June 23	Tier 1 – CH	Flags Half-Mast	—
Canadian Multiculturalism Day	June 27	Tier 1 – CH	Proclamation / Illumination	Jun 23
<b>JULY</b>				
Canada Day	July 1	Tier 1 – CH	Holiday / Illumination	Jun 23
National Drowning Prevention Week	July 19-25	Tier 2 – City	Proclamation	Jul 14
<b>AUGUST</b>				
Alberta Heritage Day	August 3	Tier 1 – AB	Holiday / Illumination	—
Alberta Local Food Week	Week before 3rd weekend	Tier 1 – AB	Proclamation	Jul 28
Public Service Pride Week	3rd week of August	Tier 1 – CH	Proclamation	Jul 28
<b>SEPTEMBER</b>				
Month of the Artist	September	Tier 1 – AB	Proclamation	Sep 1
Sepsis Awareness Month	September	Tier 1 – CH	Proclamation / Illumination	Sep 1
Alberta Day	September 1	Tier 1 – AB	Proclamation / Illumination	Sep 1
Firefighters' National Memorial Day	2nd Sunday of Sept	Tier 1 – AB (flag)	Flags Half-Mast	—
National Rail Safety Week	3rd week of Sept	Tier 2 – City	Proclamation	Sep 15
Alberta Police and Peace Officers' Memorial Day	Last Sunday of Sept	Tier 1 – AB	Flags Half-Mast	—
National Day for Truth and Reconciliation / Orange Shirt Day	September 30	Tier 1 – CH & AB	Holiday / Illumination	—



# CHESTERMERE

OCTOBER				
Women's History Month	October	Tier 1 – CH	Proclamation	Oct 6
National Seniors Day / Day of Older Persons (Alberta)	October 1	Tier 1 – CH & AB	Proclamation	Sep 15
Waste Reduction Week	October 19-25	Tier 2 – City	Proclamation	Oct 6
NOVEMBER				
Veterans' Week	November 5–11	Tier 1 – CH	Proclamation	Nov 2
Indigenous Veterans Day	November 8	Tier 1 – CH	Flags Half-Mast	—
Remembrance Day	November 11	Tier 1 – CH	Flags Half-Mast / Ceremony	—
Metis Day	November 16	Tier 2 – City	Proclamation	Nov 10
International Men's Day	November 19	Tier 2 – City	Proclamation	Nov 10
Women's Entrepreneurship Day	November 19	Tier 1 – AB	Proclamation	Nov 10
DECEMBER				
Christmas and Holiday Illumination	Late November – January 1	Tier 2 – City	Illumination	—
National Day of Remembrance and Action on Violence Against Women	December 6	Tier 1 – CH	Flags Half-Mast / Proclamation	Nov 24
Human Rights Day	December 10	Tier 1 – CH	Proclamation	Nov 24