



CHESTERMERE

Policy Name: Proclamations and Letters of Support

Policy Number: 839

Effective Date: September 10, 2024	Approved By: Mayor and Council
Policies Amended / Rescinded: Policy 839 - Proclamations and Letters of Support	Policy Type: Council Policy

I. **Purpose and Intent**

1. The purpose of this policy is to set out the application process and criteria for the issuance of Proclamations and Letters of Support.

II. **Definitions**

1. **“Letter of Support”** means a signed document by the Mayor and or Council outlining the City’s support of a particular circumstance.
2. **“Not-for-Profit”** means an organization which exists for educational, athletic, recreational or charitable reasons and from which its shareholders, trustees, or board members do not benefit financially.
3. **“Proclamation”** means an official public announcement or declaration given by the Mayor or Council to formally recognize a special circumstance.



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III. Policy Statement / Policy

1. Proclamations and Letters of Support must be submitted in writing through Administration and received no later than 4:30 p.m. on the Wednesday preceding the meeting unless otherwise specified before the desired date of proclamation or submission.

IV. Responsibilities

1. City Council is to approve by resolution, this policy and any amendments.
2. The Chief Administrative Officer:
 - a. Ensure the implementation of this policy and procedure;
 - b. Make recommendations to the Council for Proclamations and Letters of Support fitting the criteria of the policy; and
 - c. Consult with applicable staff members, where required, to ensure all necessary information is gathered before the Proclamation or Letter of Support being administered.

V. Proclamations

1. All requests must contain a draft copy of the wording of the Proclamation. The City of Chestermere Council may revise the wording before declaration.
2. A request for Proclamation must meet the following criteria:
 - a. The sponsoring agency be a local business, not-for-profit organization, or a City initiative;
 - b. There must be a charitable component to the cause; and
 - c. The cause must be of benefit to the majority of Chestermere residents.
3. Proclamations will not be issued for:



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- a. Matters that are politically or religiously motivated or represent individual conviction;
 - b. Campaigns, events, or activities that are contrary to the City of Chestermere's policies or bylaws;
 - c. Individuals or organizations that espouse discrimination, hatred, violence, or racism;
 - d. Matters that do not contribute to the betterment of the community or do not represent local interest; and
 - e. Events or activities intended for profit-making purposes.
4. External organizations or individuals can only request one proclamation per calendar year.
 5. The City will not be responsible for any costs associated with a proclamation made. Including publication of the proclamation unless it is an initiative of the City.

VI. Letter of Support

1. All requests for a Letter of Support must contain the following:
 - a. Contact information of whom the letter should be addressed to, and contact information of who is requesting the letter;
 - b. Background information on the organization or individual requesting the letter; and
 - c. A draft copy of the Letter of Support which the City can modify as necessary.
2. The Council is entrusted to issue a Letter of Support on behalf of the City. The letter will not contain any commitment to funding or resources of the City.
3. Once signed, the Letter of Support will be provided to the applicable organization.



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VII. Administration

1. If required or requested by the Council, the Chief Administrative Officer will ensure all relevant information is gathered before the Proclamation or Letter of Support is issued. The Chief Administrative Officer may make recommendations to the Council based on their findings.



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Adopted by Council: September 10, 2024

Resolution Number: 240910-27

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MAYOR

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Last reviewed date: September 10, 2024

Next review date: September 2028

Revision History *(Completed by Legislative Services):*

Policy Title	Date Approved	Resolution Number
Proclamations and Letters of Support	May 22, 2018	1.017.052218 222-18