



COUNCIL – AGENDA REPORT

Meeting Date: 4 March 2025
Subject: Community Requests Policy
Directorate: City Manager

Issue:

Council is being asked to amend the Community Requests Policy P-COM-70-C, to provide the Mayor with the sole authority to approve community requests and to require the publishing of approved community requests on the City's website.

Policy / Council Direction:

Community Requests Policy P-COM-70-C.

Background:

The Community Requests Policy P-COM-70-C outlines the criteria and process for community requests (proclamations, City Hall illuminations, and letters of recognition) to be accepted and presented to Council.

Proclamations, City Hall illuminations, and letters of recognition provide Council the opportunity to honour, celebrate, and create awareness of an event, person, or significant issue within the City of Airdrie.

Given the frequency of community requests coming to Council, Administration conducted a review to determine best practices. Administration found that the City of Airdrie makes the most proclamations annually as part of Council's agenda compared to our municipal comparators (Grande Prairie, Lethbridge, Medicine Hat, Red Deer, St. Albert) as well as Calgary and Edmonton.

In response to these findings, Administration is recommending amending the Community Requests Policy to make the process more streamlined. These amendments include making the Mayor the sole authority for approving community requests and archiving community requests of Council's term on the City's website. While the City currently publishes community requests on the City's website they are for upcoming requests and are removed shortly after they are announced during a Council meeting.

Allowing the Mayor to approve community requests without the matter going to Council increases the efficiency of Council meetings and a practice that is in line with our municipal peers. Adding the requirements to publish and archive community requests on the City's website, will ensure public recognition of approved community requests will continue to be communicated in a transparent manner.

Council Committee Routed Through:

This agenda item was not routed through any Council Committees.

Administration Recommendation:

That Council approve the Community Requests Policy P-COM-70-C as amended.

Alternatives/Implications:

That Council provide alternative direction.

Budget Implications:

There are no budget implications.

Communications and Engagement:

All approved community requests will be published on the City's website/

Recommendation:

That Council endorses the Community Requests Policy P-COM-70-C, as amended.

Kallen Morrison
Senior Legislative Officer

Staff Presenter:	Kallen Morrison
External Presenter:	N/A
Department:	Legislative Services
Reviewed by:	Charlotte Satink, Tammy Belsham
Attachments:	#1: DRAFT Community Requests Policy P-COM-70-C #2: Redline Community Requests Policy P-COM-70-C