
Title: Community Requests Policy Amended

Date adopted: March 18, 2024

Number: P-COM-70-C

Effective date: March 4, 2025

Policy Owner: Legislative Services

Last amended: March 4, 2025

Purpose

- 1 The purpose of this policy is to establish criteria to ensure the City of Airdrie issues proclamations, City Hall illuminations, and letters of recognition in a consistent and transparent manner.

Policy

- 2 Proclamations, City Hall illuminations, and letters of recognition are ceremonial ways for the City of Airdrie to honour, celebrate, or create awareness of an event, person, or significant issue within the community.
- 3 Proclamations, City Hall illuminations, and letters of recognition are approved and issued by the Mayor, in consultation with the City Clerk, on behalf of Council and the citizens of Airdrie.

Definitions

- 4 Words in this policy have the same meaning as in the *Municipal Government Act* and the *Procedure Bylaw*, unless defined as follows:
 - (1) “City Clerk” means the employee of the City assigned the title “City Clerk” or their delegate;
 - (2) “City Hall illumination” means the lighting of City Hall in a particular colour or colours to formally recognize a special event or time which is deemed to be of interest and benefit to a significant number of Airdrie citizens;
 - (3) “City of Airdrie” or “City” means the municipal corporation of the City of Airdrie or the areas contained within the City’s municipal borders, as the context requires;
 - (4) “community requests” means a request for proclamations, City Hall illuminations, and letters of recognition only. Community requests do not include other requests from individuals and organizations, like requests for letters of support, to present, or ask questions of Council, requests for information, services, facility access, or usage, etc.;
 - (5) “Council” means the duly elected Council of the City of Airdrie and includes all Councillors and the Mayor;
 - (6) “letters of recognition” means a ceremonial letter sent from the Mayor’s office on behalf of Council that recognizes a significant occasion of an Airdrie resident or

organization; and

- (7) “proclamation” means a public declaration or announcement given by the Mayor on behalf of Council to formally recognize a special event or time which is deemed to be of interest and benefit to a significant number of Airdrie citizens.

Criteria for Proclamations and City Hall Illuminations

- 5 Requests for a proclamation or City Hall Illumination must meet at least one of the following criteria to be considered for approval:
- (1) the sponsoring agency be a charitable organization located or having a presence within the City;
 - (2) the cause be one of national significance and is brought forward and endorsed by a resident of the City;
 - (3) the cause benefits most Airdrie citizens; and
 - (4) the social, cultural, or historical celebration has significance to the City;
- 6 Requests for proclamations or City Hall illuminations are not approved for:
- (1) matters that are politically or religiously motivated or represent individual convictions;
 - (2) campaigns, events or activities that are contrary to the City’s policies or bylaws;
 - (3) individuals, organizations, or events that promote discrimination, hatred, violence or racism;
 - (4) events or activities intended for profit-making purposes;
 - (5) individuals, organizations, or events with no direct relationship or impact to the City;
or
 - (6) do not benefit or reflect the interest of a significant number of Airdrie Citizens.

Criteria for a letter of recognition

- 7 Requests for a letter of recognition must meet at least one of the following criteria to be considered for approval:
- (1) the acknowledgement of an Airdrie resident’s or an Airdrie organization’s significant milestone, achievement, or anniversary; or
 - (2) the acknowledgement of an individual or organization’s historic commemoration with relevance to the City.

Requirements

- 8 Community requests must be received in writing by the City Clerk four weeks before the date the requestor needs their request to be approved.
- 9 Community requests must include information about the requesting person or organization, information about the person, organization, or event that is the subject of the request, a description of the request and how it satisfies the criteria for approval and a draft of the wording for the proclamation or letter of recognition.
- 10 Organizations may only request one proclamation, City Hall illumination, and letter of recognition each per calendar year.
- 11 Proclamations may be for a day, a week, or a month only.
- 12 City Hall can only be illuminated for one request per day. Requests for the City Hall illumination for a particular day are considered on a first-come, first served basis.
- 13 Previous proclamations and letters of recognition are not precedent setting, and an organization must submit a new request each year.

Decisions

- 14 The Mayor has the sole authority to approve and issue proclamations, City Hall illuminations, and letters of recognition.
- 15 The City Clerk reviews all requests and makes a recommendation on whether the request meets the criteria in this policy and the Procedure Bylaw.
- 16 If the Mayor approves the request for proclamation, City Hall Illumination, or letter of recognition, it is signed by the Mayor. A digital copy of the proclamation and letter of support, and for City Hall illuminations the announcement, will be posted on the City website for the remainder of Council's term and, in consultation with the City Clerk, may be added to an upcoming Council meeting agenda.
- 17 The Mayor may amend the suggested wording of any request at the Mayor's discretion.
- 18 If the Mayor does not approve a request, the City Clerk informs the requestor in writing as soon as possible.

Limitations

- 19 The requestor is responsible for all advertising, publicity, or media coverage related to the request.
- 20 The requestor does not have exclusive rights to the time that is being proclaimed or acknowledged.
- 21 Approved and issued proclamations, City Hall illuminations, and letters of recognition are not:

- (1) legally binding on the City and have no legislative value;
- (2) an endorsement by the Mayor, Council, or the City;
- (3) a representation about the requestor by the City; or
- (4) precedent setting for future requests.

22 Flag requests are governed by Council's Flag Policy and decided by Council.

General

- 23 If there is a conflict between this policy and a bylaw, the bylaw prevails over this policy.
- 24 If any provision or part of this policy is declared invalid by a court of competent jurisdiction, all other provisions of this policy remain valid and enforceable.
- 25 Nothing in this policy relieves a person or organization from complying with any provisions of any federal or provincial law or regulation, bylaw, or any requirement of any lawful permit, order, or license.
- 26 This policy comes into force and effect on [date the policy is approved].

Relevant legislation

- Procedure Bylaw, B-10/2024
- Flag Policy, MED-07-C

Appendices

N/A

History

Date adopted / Resolution number: 2024 March 18 / 2024-C-107

Council amendments: N/A

Administration reviews: N/A

Date rescinded: N/A