

**CITY OF AIRDRIE  
PROCLAMATION/LETTER OF SUPPORT POLICY/  
ILLUMINATION OF CITY FACILITIES**

**Effective Date:** November 3, 2008                      **Revision Date:** \_\_\_\_\_  
**Approved By:** City Council  
**Approved On:** November 3, 2008                      **Resolution #:** 2008-C-388  
**Revision Date:** October 19, 2015                      **Resolution #:** 2015-C-342

**PURPOSE:**

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

**POLICY:**

Proclamations:

1. Requests for a proclamation must be in writing and received at least ten (10) days prior to the applicable Council Meeting at which the request will go forward. The request can be sent to the following:

Airdrie City Council  
c/o Legislative Services  
400 Main Street SE  
Airdrie, AB T4B 3C3

Email: [legislative.services@airdrie.ca](mailto:legislative.services@airdrie.ca)  
Fax: (403) 948-6567

The request must indicate whether the requestor wishes to appear before Council to present his/her request for the proclamation. Please note that presentations are to be kept to five (5) minutes.

2. All requests for proclamations must contain a draft copy of the wording of the proclamation. The City of Airdrie may revise the wording of the proclamation at the request of Council.
3. A request for a proclamation should meet at least one of the following criteria:
  - a) the sponsoring agency be a charitable organization located or having a presence within the municipality;

- b) the cause be one of national significance and be brought forward and endorsed by a citizen of the city of Airdrie;
  - c) the cause be one of benefit to the majority of the citizens of Airdrie;
  - d) the cause be an initiative of the City of Airdrie (the corporation).
4. Requests for proclamations will not be issued for:
- matters that are politically or religiously motivated or represent individual conviction;
  - campaigns, events or activities that are contrary to the City of Airdrie's policies or bylaws;
  - individuals or organizations that espouse discrimination, hatred, violence or racism;
  - individuals or organizations that are not directly related to the community or do not represent a local interest
  - events or activities intended for profit-making purposes.
5. Organizations may only request one (1) proclamation annually.
6. The proclamation will be posted on the City of Airdrie's website under Public Notices. A short reference to the proclamation will be published in the City Connection (providing advertising deadlines can be met) and will direct the public to the website to view the proclamation. All other advertising, publicity, or media coverage is the responsibility of the organization or person requesting the proclamation.

Please note that City Council meets the first and third Monday of each month when considering your timelines for submitting the request.

Letters of Support:

1. Requests for a letter of support must be in writing and received at least ten (10) days prior to the applicable Council Meeting at which the request will go forward and fourteen (14) days prior to the date the requestor requires the letter. The request can be sent to the following:

Airdrie City Council  
c/o Legislative Services  
400 Main Street SE  
Airdrie, AB T4B 3C3

Email: [legislative.services@airdrie.ca](mailto:legislative.services@airdrie.ca)  
Fax: (403) 948-6567

The request must indicate whether the requestor wishes to appear before Council to present his/her request for the letter of support. Please note that presentations are to be kept to five (5) minutes.

2. Requests for letters of support must provide details regarding the grant being applied for, grant amount, contact information of who the letter should be addressed to, and background information on the organization requesting the letter. A draft copy of the letter of support should be provided to include in the Council agenda package.
3. Once signed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.
4. If the letter of support is for a grant involving a City-owned facility, the request must be routed through the Community Services Advisory Board prior to being presented to Council. The request must be received by the Community Services Advisory Board ten (10) days prior to their meeting and can be sent to the following:

Community Services Advisory Board  
City of Airdrie  
400 Main Street SE  
Airdrie, AB T4B 3C3

Email: [community.services@airdrie.ca](mailto:community.services@airdrie.ca)  
Fax: (403) 948-6567

Please note that City Council meets the first and third Monday of each month and the Community Services Advisory Board meets the second Monday of each month when considering your timelines for submitting the request.

Requests to Illuminate City Facilities:

1. Requests to illuminate City facilities must be in writing and received at least thirty (30) days prior to the applicable Council Meeting at which the request will go forward. The request can be sent to the following:

Airdrie City Council  
c/o Legislative Services  
400 Main Street SE  
Airdrie, AB T4B 3C3

Email: [legislative.services@airdrie.ca](mailto:legislative.services@airdrie.ca)  
Fax: (403) 948-6567

The request must indicate whether the requestor wishes to appear before Council to present his/her request for the illumination of City facilities. Please note that presentations are to be kept to five (5) minutes.

2. A request to illuminate City facilities should meet at least one of the following criteria:

- a) the sponsoring agency be a charitable organization located or having a presence within the municipality;
  - b) the cause be one of national significance and be brought forward and endorsed by a citizen of the City of Airdrie;
  - c) the cause be one of benefit to the majority of the citizens of Airdrie;
  - d) the cause be an initiative of the City of Airdrie (the corporation).
3. Requests for illumination will not be issued for:
- matters that are politically or religiously motivated or represent individual conviction;
  - campaigns, events or activities that are contrary to the City of Airdrie's policies or bylaws;
  - individuals or organizations that espouse discrimination, hatred, violence or racism;
  - individuals or organizations that are not directly related to the community or do not represent a local interest
  - events or activities intended for profit-making purposes.
4. Organizations may only make one (1) request annually. Requests for illumination that exceed one day will not be considered (please note that proclamations may be requested for longer periods of time). In the event that multiple requests are received for the same day, the first request that is received by the City of Airdrie shall be considered first by Council.
5. All advertising, publicity, or media coverage regarding the event is the responsibility of the organization or person making the request.

Please note that City Council meets the first and third Monday of each month when considering your timelines for submitting the request.

*All information/correspondence addressed to Council members or any of Council's boards and committees may become part of the public record unless written direction is received requesting otherwise. This means that your submission, in its entirety, may form part of the public agenda posted to the Internet. Personal information will not be severed. By providing information in your submission, you are deemed to consent to its public release.*

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"P. Brown"

Mayor

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"S. Pollyck"

City Clerk