



Policy Title: Letters of Recognition Policy

Policy Number: CC012

Report Number:

Approved by: Council

Effective Date: 1990 November 19

Business Unit: City Clerk's

BACKGROUND

Council approved the Letters of Recognition Policy in 1990.

PURPOSE

The purpose of the policy is to provide general criteria for the issuing of Letters of Recognition.

POLICY

The authority to issue a "Letter of Recognition" on behalf of the citizens of Calgary is entrusted to The Office of the Mayor as a matter of executive privilege. The decision to issue a "Letter of Recognition" is at the discretion of The Office of the Mayor.

1. Consideration will be given offering letters of recognition to worthwhile causes which do not merit a proclamation as determined on the basis of the proclamations criteria.
2. Requests with commercial or political overtones will not be considered.
3. Requests to recognize a cause or person, which is contentious or divisive in the community, will not be considered.

This policy in no way restricts or constrains the prerogative of an Alderman to issue letters recognizing significant events or persons and which may bear the seal of the Aldermanic Office.

PROCEDURE

1. "Letters of Recognition" are not affixed with the seal of The Office of the Mayor.



2. The City of Calgary composes text for “Letters of Recognition” with input from The Office of the Mayor.
3. The City of Calgary or The Office of the Mayor will not publish or incur any expense for the advertising of any “Letter of Recognition”, on behalf of any group or organization.

AMENDMENTS

None