

**Proclamations and Letters of Recognition Policy
 Highlights of Policy Changes**

The proposed Proclamations and Letters of Recognition Policy retains elements of the existing policies while creating efficiencies and clarity in a number of areas, including:

- 1. Combining the policies governing Council’s written recognition of Calgary’s non-profit and charitable community**
- 2. Clarity of definitions, criteria and exclusions**
- 3. Updating the criteria for Year Long Proclamations**

Highlight #	Current Policy / Policies	Proposed Policy	Rationale
1	<ul style="list-style-type: none"> • Proclamation Policy (CC015) <i>(Adopted 1990)</i> • Letters of Recognition Policy (CC012) <i>(Adopted 1990)</i> • Year Long Proclamations Policy (CC020) <i>(Adopted 1997)</i> 	<ul style="list-style-type: none"> • Proclamations and Letters of Recognition Policy – combining three current policies 	<ul style="list-style-type: none"> • Clearly defined terms, criteria and exclusions can be found in one place. • Requesting organizations have one comprehensive policy to reference.
2	<ul style="list-style-type: none"> • ‘Definitions’ section does not exist. 	<ul style="list-style-type: none"> • ‘Definitions’ section included. 	<ul style="list-style-type: none"> • Clarify difference between a proclamation and a letter of recognition. • Definition of ‘established charitable organization’ will mitigate reputational risk of Council appearing non-inclusive.
	<ul style="list-style-type: none"> • Eligibility criteria vaguely written and open to interpretation. • Letter of recognition is offered for causes that do not ‘merit’ a proclamation. 	<ul style="list-style-type: none"> • Clarity of criteria for a proclamation and a letter of recognition. • Proclamations and letters of recognition have defined purposes and carry equal merit. 	<ul style="list-style-type: none"> • Citizen groups understand eligibility and the difference between the two documents, and are better able to select appropriate form of recognition to request.
	<ul style="list-style-type: none"> • No requirement for a local organizer or events. 	<ul style="list-style-type: none"> • The cause can be of local, national or international significance, but must have a local contact or activities. 	<ul style="list-style-type: none"> • Ensures local relevance or activities, which aligns with comparable jurisdictions.
	<ul style="list-style-type: none"> • Exclusions not documented in policy. 	<ul style="list-style-type: none"> • Exclusions included in policy. 	<ul style="list-style-type: none"> • Citizen groups understand criteria and exclusions.
3	<ul style="list-style-type: none"> • Year Long Proclamations must be supported by one of seven civic partners, some of which no longer exist. 	<ul style="list-style-type: none"> • Council can direct a Year Long Proclamation, provided it is accompanied by a documented communications strategy. 	<ul style="list-style-type: none"> • Outdated criteria, no longer applicable.