

POLICY 25-22		RECOGNITION FROM MEMBERS OF COUNCIL	
DATE OF ADOPTION:	October 28, 2025	MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Legislative

PURPOSE

To provide general criteria regarding the recognition of citizens, organizations and events in a fair and consistent manner on behalf of the Town of Vermilion.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Council is the municipal Council of the Town of Vermilion.

Local Event(s) shall be events that are being held within the corporate limits of the Town of Vermilion or held in the regional area surrounding the Town of Vermilion.

Member of Council is an individual elected to office pursuant to the Municipal Government Act (MGA) RSA 2000, c M-26. who serves as an elected official for the Town of Vermilion.

Proclamation is an official declaration issued by Town Council.

Town is the Town of Vermilion in the Province of Alberta.

SCOPE

This policy applies to All Members of Council.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

Local Event Support

- Each year during the budget process, Council shall be provided with a budget for sponsorship and/or purchasing tickets to Local Events. This amount will be designated for this purpose upon approval of the annual budget.
- The budget shall be used at the sole discretion of Council and requires a motion of Council for expenditures to be incurred.
- Once the budget has been depleted, there is no ability to add additional funds to it throughout the year.
- For example, potential events include, but are not limited to:
 - Those hosted by Lakeland College (i.e. Feast on the Farm);
 - Those hosted by the Rotary Club of Vermilion (i.e. Harvest Gala);
 - Those hosted by community groups and boards (i.e. Agricultural Society, Chamber of Commerce, etc.); and
 - Those hosted by the Vermilion Lions Club (i.e. Annual Golf Tournament).

Correspondence

- Requests for correspondence on behalf of Town Council shall be entrusted to the Mayor or designate for consideration and approval.

- The Mayor or designate shall not issue any correspondence on behalf of Town Council or the Town of Vermilion which contains a commitment for funding or resources of the Town unless Council has approved the funding request or commitment via motion or as part of the annual budget.
- Council may, by resolution, authorize the Mayor or designate to issue correspondence for any purpose that requires a commitment for funding or resources of the Town.
- The Mayor or designate has the authority to issue the following types of correspondence:
 - Formal thank you letters or cards;
 - Congratulatory letters to individuals or groups for sports accomplishments and public service accomplishments;
 - Support letters for grants;
 - Business openings or business anniversaries; and
 - Letters for the purpose of government correspondence.
- Copies of all correspondence issued by the Mayor or designate shall be provided to all of Council through the Chief Administrative Officer for information purposes.

Proclamations

- All requests for Proclamations shall be submitted to the CAO's Executive Assistant no later than thirty (30) calendar days prior to the date of the proclamation.
- All Proclamation requests received within the designated timeframe indicated above shall be taken forward to Council for consideration.
- Council shall, in its sole discretion, by resolution decline or approve a request for Proclamation.
- Decisions related to Proclamations by Council are not appealable.