

# **City of Wetaskiwin Council Policy**

# **Authority of the Mayor**



Policy Number:	CO-005
Effective On:	July 11, 2022
Approval History:	September 14, 2015
Review Frequency:	Every four years
Responsibility:	City Council
Cross-Reference:	N/A

## **Policy Statement**

The purpose of this policy is to provide general criteria regarding proclamations, the issuing of letters on behalf of the City of Wetaskiwin and recognizing citizens and events in a professional and consistent manner.

## **Definitions**

None.

## **Standards**

### Correspondence:

The authority to issue letters on behalf of City Council and the City of Wetaskiwin shall be entrusted to the Mayor for his/her consideration and approval so long as the correspondence contains no commitment for funding or resources of the City and is consistent with the following guidelines.

The Mayor has the authority to generate the following types of letters:

- a) Formal Thank you Letters.
- b) Congratulatory Letters - For individuals groups, sports, government officials etc.
- c) Letters of Support - Letter of Support for Grants as long as there is a clause releasing the City of Wetaskiwin from any financial or other commitments.
- d) Business Openings Congratulatory Letters.

Copies of all correspondence will be provided to all of Council and the City Manager.

### Certificates:

Upon request, the Mayor may issue certificates recognizing citizens and businesses at the Mayor's discretion.

Frequent requests include:

- a.) Birthday Messages - For citizens 65 years and older.
- b.) Wedding Anniversaries - Anniversaries 40 years and over
- c.) Business Anniversaries - Anniversaries 25 years and over.

Citizens of the Month of Wetaskiwin will be confirmed by a resolution of Council in order that it becomes a matter of record.

Plaques:

Upon request, the Mayor may issue plaques recognizing individuals and businesses.

- a.) Business Grand Openings
- b.) Business Anniversaries over 25 years

**Process**

The Mayor, Members of Council, Administration, or the public may bring forth request for letters or certificates to be issued by the Mayor and the City of Wetaskiwin.

The Mayor, in discussion with the City Manager and Council may review requests of a sensitive or difficult nature and determine the next steps based on City Policies and Procedures.

All documentation generated by this policy shall be saved in the City's document management system and retained for the appropriate time frame as required by policy and applicable legislation.