



# CITY POLICY

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**POLICY NUMBER: C419A**

**REFERENCE:**

Council Services 2011 10 24  
City Council 1992 05 12  
Commission Board 1983 09 21  
City Council 1981 05 14  
Commission Board 1978 07 26  
1976 05 05, 1976 03 25

**ADOPTED BY:**

City Council  
9 November 2011

**SUPERSEDES:**

C419, 1050, C195, 1089, C198, 1053,  
C185, C002

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**PREPARED BY:** Corporate Communications

**DATE:** 24 October 2011

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**TITLE:** Civic Protocol

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**Policy Statement:**

Official City of Edmonton participation in protocol events, presentations and programs which have a significant public profile will be implemented according to accepted standards of protocol. In support of this Corporate Communication will:

- (a) ensure protocol events, activities and presentations, as defined in this policy, are carried out in a professional manner.
- (b) support Council sanctioned twinning activities to ensure they further promote stronger ties and goodwill between Edmonton and its official twin cities.
- (c) ensure special recognition documents, materials, gifts and promotional items reflect appropriate local themes and when appropriate, the corporate identity.
- (d) advise and assist elected officials and senior management in all areas of protocol.

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**The purpose of this policy is to:**

Ensure that City of Edmonton involvement in protocol events, presentations and programs enhances the image of the City.

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**This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.**