

**Subject: Municipally Sponsored Ceremonies Policy PRC-120****APPROVALS:****Jody Butz**\_\_\_\_\_  
Director\_\_\_\_\_  
Interim Chief Administrative Officer**Recommended Motion:**

THAT Municipally Sponsored Ceremonies Policy PRC-120, dated September 27, 2022, as outlined in Attachment 1, be approved.

**Summary:**

The Regional Municipality of Wood Buffalo (the Municipality) is committed to celebrating regional successes. One of the ways the Municipality demonstrates this commitment is by officiating at ground-breaking, ribbon-cutting, dedication/grand opening, naming, and renaming ceremonies for facilities funded in whole or in part by the Municipality that will service the citizens of the region.

The *Municipally Sponsored Ceremonies Policy - PRC-120* establishes guidelines for Formal Ceremonies officiated by Council or other representatives of the Municipality, ensuring that any such events are guided by appropriate directives and best practices. This *Municipally Sponsored Ceremonies Policy* (the Policy) was originally approved by Council in April 2016 and is before Council as part of the regular organizational policy review process.

**Background:**

In 2016, Council passed a policy to govern how the Municipality celebrates ground-breaking and ribbon-cutting ceremonies. While the policy focused primarily on the start of new capital projects and official openings of new or renovated facilities owned by the municipality, it also included other events like naming ceremonies, plaque and statue dedications and milestone anniversaries.

As part of the update of this Policy, Administration identified a need to be more general and flexible in the commemorative activities to which the policy applied. This is primarily reflected in the policy name being changed to the broader title of "Municipally Sponsored Ceremonies" and the Eligibility Criteria, outlined in Section 3.1. While activities such as a ground-breaking or ribbon-cutting are still referenced in that section, item 3.1.2.7 - *Commemorative activities at other special events* - is intended to create

flexibility in the policy and accommodate ceremonies that may not be specifically identified at the time of the policy's implementation.

In addition to the above, sections of the 2016 version of the Policy are now captured in the Municipally Sponsored Ceremonies Administrative Procedure to reflect the Municipality's current governance practices as it relates to Council Policies and Administrative Procedures. These sections include guidelines of when activities, such as a ground-breaking or ribbon-cutting, should be scheduled in relation to the start or completion of a project, as well as not scheduling ceremonies within 60 days of municipal election.

**Budget/Financial Implications:**

There are no immediate budgetary or financial implications directly associated with the implementation of the Policy. As part of incorporating municipally sponsored ceremonies into capital or operational projects, there will be some budgetary requirements. These expenses will be accounted for in project and/or departmental budgets and vary depending on the scope of the project and ceremony

**Rationale for Recommendation:**

This Policy provides governance structure and best practices to guide Administration in the development and implementation of municipally sponsored ceremonies that celebrate and commemorate regional successes and milestones. It updates and improves upon the existing Policy, and aligns with the Municipality's current practices.

**Strategic Plan Values:**

Building Partnerships

**Attachments:**

- 1. Municipally Sponsored Ceremonies Policy PRC-120**
- 2. Municipally Sponsored Ceremonies Policy PRC-120 (Redlined Version)**