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## Recognition Protocol

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~~Cross-reference: GOV-001-033 Council Communications~~

### Policy Statement

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Strathcona County will provide appropriate recognition to officials who attend Strathcona County's Protocol Events.

### Purpose

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This policy provides guidance in determining whether officials should be recognized, and how to recognize the officials in accordance with laws, customs, and tradition.

### Definitions

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Order of Precedence means the list of officials that may be recognized by the organizer of an event, and includes all officials listed in the Alberta Order of Precedence, as well as all former and current Mayors and Councilors of Strathcona County.

Organizer means the person who ~~is in charge of~~oversees the program of the event; who runs the actual program; who is the master of ceremonies; etc.; includes chair of council meeting, MC of dinner, ribbon-cutter at ribbon-cutting, etc.

Protocol Event ~~means a~~—A Strathcona County organized event of significant public profile, with broad corporate implications, and normally involving officials listed in the Order of Precedence or in this policy. Examples of protocol events include, but are not limited to, openings of major civic facilities, meetings of Council, swearing-in ceremonies, state of the County address, official flag raising etc.

### Guidelines

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When considering whether or not to recognize an official in the Order of Precedence, the organizer of an event should consider:

1. What is the strength of the official's connection to the event?
2. Does the official have a connection to the organizer?
3. Are there other officials present with a similar or greater connection to the event or organizer, who should be recognized instead or in addition?
4. Is the official there by invitation of the organizer?
5. Is the official required to be present by law, custom, or tradition?

When an event involves registered attendance (such as dinners, ribbon-cuttings, and the State of the County address), the organizer must be notified of the known attendance of any official in the Order of Precedence.

The Organizer or designate is responsible for recognizing dignitaries in attendance at County Protocol Events.

## Policy Record

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**Last Review Date:** September 5, 2017

**Replaces:** N/A

**Lead Role:** Council

**Administrative Review:** Legislative and Legal Services