

## PROPOSED CITY OF CALGARY MUNICIPAL COMPLEX COMMEMORATION POLICY PRINCIPLES

**1. *The Municipal Complex is a Meeting Place for Calgarians***

The City of Calgary will promote the Municipal Complex as a hub for our community and a key place in the Centre City where citizens, visitors and employees can interact and experience Calgary.

**2. *The Municipal Complex is available to Commemorate Calgary Achievements***

The City of Calgary will provide opportunities in the Municipal Complex for public display of achievements of our city's culture and heritage, in balance with the primary purposes of the space.

**3. *Proposals for Commemorations may be for People, Events or Ideas Meaningful to Calgary***

The City of Calgary will consider proposals for commemorations at the Municipal Complex for individuals, events or ideas deemed of significant importance to the community of Calgary.

**4. *The Process to Consider Proposals for Commemorations at the Municipal Complex is Open, Fair and Transparent***

The City of Calgary is committed to an open, fair and transparent process for considering and communicating decisions relating to all proposals for commemorations at the Municipal Complex.

**5. *The Standards and Procedures regarding Proposals for Commemorations at the Municipal Complex are Clear and Understood by Proponents***

The City of Calgary Municipal Complex Commemoration Policy and Procedures will:

- Define an intake process for proposals for commemorations;
- Provide criteria and timelines for evaluating proposals for commemorations, including standards to evaluate the subject's contribution to Calgary and the design of a commemoration;
- Establish locations within the Municipal Complex where commemorative pieces can be placed;
- Identify how decisions will be made regarding proposals for commemorations, including representation from the public in the decision-making process;
- Detail expectations of successful applications for commemorations, including the proponent's responsibilities for funding, design and development, construction, installation, maintenance, lifecycle management and public communications surrounding celebratory events upon placement;
- Identify the City of Calgary's responsibilities for an approved commemoration, including those related to ownership and stewardship ;
- Clearly define expectations relating to the length of time a commemorative piece may be displayed within the Municipal Complex;

- Articulate a de-commissioning decision-making process if a commemorative piece is deemed no longer appropriate for the space, including the return of piece to the proponent;
- Respect existing City of Calgary policies that already govern specific dedications, exhibits, Public Art and other donations or gifts and;
- Establish timelines for periodic reviews of the policy..

**6. *Stakeholders are Engaged in the Development of the Municipal Complex Commemoration Policy***

The City of Calgary will provide opportunities for stakeholder representation and engagement in the development, implementation and amendments to the Municipal Complex Commemoration Policy.

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