		<h2>Chain of Office</h2>
Policy No.: C-12	Council Resolution No.: 420/2021	
Department: Council	Authority: Council	
Effective Date: September 27, 2021	Revision Date:	
Review Date: September 2024	Repealed Date:	
Supersedes:		
Related Procedure No.: C-12		
Related Procedure Name: Chain of Office		

Purpose

A Chain of Office marks the wearer as the “first citizen” and a person of importance in the municipality, and its tradition dates back to the Dukes of Normandy. Although it is now considered decorative, the practice is steeped in tradition and demonstrates the authority and the heavy burden of the office to whom it belongs, while acknowledging the gravitas of the long history of Mayors who have come before the one who currently bears it.

This Policy serves to outline how the Town of Taber’s Chain of Office will be administered.

Policy Statement

- 1) The Chain of Office acknowledges the responsibilities, authority, trust, and dignity which are attached to the Office of the Mayor.
- 2) Council hereby authorizes the use of the Chain of Office to the Chief Elected Official (Mayor) of the Town of Taber, for his or her use within the strictures outlined herein.
- 3) Only the current Mayor of the Town of Taber shall be authorized to wear the Chain of Office. The Mayor shall be determined as the Chief Elected Official by the municipal election or appointment by the Minister of Municipal Affairs.
- 4) The Chain of Office has no legislative status whatsoever, and is purely heraldic and traditional in its purpose.



Wearing the Chain

- 5) No Councillor shall wear the Chain of Office unless they are appointed the Acting Chief Elected Official by resolution of Council (i.e.: in the event of the vacancy of the office of the Chief Elected Official due to resignation, death, disqualification, etc.).
- 6) The Deputy Mayor is not authorized to wear the Chain of Office for any reason, unless they become the Chief Elected Official as per the above.
- 7) The Mayor may wear the Chain of Office for the following reasons and/or events:
 - a. Organizational Meetings of Council;
 - b. Council Meeting of the Town of Taber where dignitaries may be present;
 - c. Formal, ceremonial occasions (greeting dignitaries, opening or dedicating facilities, swearing-in ceremonies, award presentations);
 - d. Formal Council portraits individually or in a group;
 - e. For official recordings or photos where the formality of the Chain of Office would be appropriate (i.e.: video greetings for Higashiomori Delegation, photos with the Consul General of Japan);
 - f. At formal, non-political public functions within the Town of Taber at which the Mayor is present by invitation;
 - g. At a public function connected with the business of Council at which a member of the Royal Family, the Governor General or Lieutenant Governor is present;
 - h. At a formal function at which a dignitary of the Town of Taber is present (i.e.: Consul-General of Japan, Governor of Siaya County, etc.)
- 8) The Mayor is not authorized to wear the Chain of Office for the following:
 - a. Any political events;
 - b. Any religious events (except those which may be for official ceremonies of mourning for dignitaries or to mark solemn and rare occasions which may be organized by a religious organization);
 - c. Any events outside of the Town of Taber;
 - i. Unless the event is a formal, ceremonial event that calls for the wearing of the Chain of Office and the Mayor has been invited in their official capacity;
 - d. Any private events the Mayor is attending as a private citizen and not in their official capacity;
 - e. Any casual or non-formal event which does not call for the formality of a Chain of Office (i.e.: parades, general community events, etc.);
 - f. Any events where the Chain of Office is likely to become damaged.
- 9) The lists above are not exhaustive to every instance that may occur. The Mayor must use best judgement as to the formality and ceremony of the event, as well as social norms to decide whether or not the Chain of Office is appropriate. For example, it is unlikely that the Mayor would wear the Chain of Office to the Alberta Urban Municipalities Association (AUMA) Conference as most Chief Elected Officials do not.



10) Council may revoke the Mayor's use of the Chain of Office by a majority resolution for the following reasons:

- a. Bringing the municipality into disrepute;
- b. Usage of the Chain of Office for a private function where the Mayor was not attending in official capacity;
- c. Using the Chain of Office for any political campaigning for any candidate in any election;
- d. Using the Chain of Office in religious events;
- e. Giving the Chain of Office to unauthorized persons;
- f. Deliberately defacing, changing, or damaging the Chain of Office;
- g. Taking the Chain of Office without notifying Administrative Staff tasked with its care and storage;
- h. Fashioning or purchasing another Chain of Office;
- i. Any other reason Council deems unacceptable to the good name and reputation of the Town of Taber, the Office of the Mayor, and/or the municipality.

Design of the Chain of Office

11) The Chain of Office contains heraldry that recognizes the Town of Taber's position within the three levels of democracy in Canada. The Chain shall display the following:

- a. Medallion of the Coat of Arms of the Town of Taber (hanging from the front);
- b. The Coat of Arms of the Province of Alberta (affixed to front in the center);
- c. The Coat of Arms of Canada (affixed to the back of the collar in the center);
- d. Maple Leaf attachments (to represent Canada as a whole);
- e. Wild Rose attachments (to represent Alberta as a whole).

12) The attachments will be set in pewter.

13) The Chain of Office will also contain pewter name bars engraved with the names and years of service of the Mayors of the Town of Taber in sequential order.

14) The Chain will be affixed to a black velvet collar.

Other Chains of Office

15) No elected official shall ever wear any Chain of Office not authorized by Council, nor shall they endeavor to purchase any other type of Chain that may be confused with the official Town of Taber Chain of Office.

16) No elected official or Administrative Staff member shall ever have another Chain of Office fashioned for the Town of Taber, except where a replacement for the original may have to be fashioned due to damage, theft, or replacement. Only the Chief Administrative Officer and/or Administrative Services Department are authorized to procure a Chain of Office for the reasons aforementioned.



- 17) The Town of Taber shall only have one official Chain of Office, and shall only recognize the use of one Chain of Office for the Mayor and on behalf of the municipality.
- 18) No other person, whether public or private, shall be authorized to wear the Chain of Office, for any reason, except for the following exceptions:
 - a. Former Town of Taber Mayors who wish to have a portrait taken wearing the Chain. If Council authorizes this request by resolution, Administrative Staff must be in the presence of the Chain of Office at all times.
 - b. In the event that the Town of Taber does "Mayor for a Day" with schoolchildren, Council may authorize the winner to wear the Chain, by resolution. Administrative Staff must be in the presence of the Chain of Office.

Storage & Safekeeping

- 19) The Chain of Office shall remain the property of the Town of Taber and shall be kept in the custody of the municipality at all times when it is not being worn by the Mayor.
- 20) When not in use, the Chain of Office shall remain housed at the Town of Taber Administration Building and in the custody of the Chief Administrative Officer or Administrative Services Department.
- 21) The Mayor shall not take the Chain of Office for an extended period of time without notifying Administrative Staff.
- 22) Wherever possible, the Chain of Office shall only be stored at the Administration Building overnight. When an event may cause the Mayor to take the Chain of Office and keep it overnight, the Mayor shall take every precaution to keep the Chain of Office secured and safe until it can be returned to the Administration Building.
- 23) The only engraving allowed on the bands of the Chain of Office shall be the names of the Mayors of the Town of Taber and their years of service.
- 24) The design of the Chain of Office will only be altered upon resolution of Council or if the Town of Taber is granted a different Coat of Arms by the Canadian Heraldic Authority.

Display & Organization Requests

- 25) The Chain of Office may be displayed from time to time for educational purposes (school tours, Town Hall walkthroughs, history or cultural days, etc.). Displays shall be done with dignity and respect for the Chain of Office and shall only ever be displayed in the presence of Administrative Staff at all times.
- 26) The Chain of Office shall not be supplied directly to another organization for display or touring.




Engravings & Name Bars

- 27) Administrative Staff will procure the engraving of the band for the new Mayor and the end year for the former Mayor following the municipal election.
- 28) Administrative Staff will only send the Chain of Office for engraving after the first Organizational Meeting of the new Council following an election and after the Council’s official group portrait has been taken.
- 29) When all of the available bar spaces for Mayoral name engravings have been used up, one bar at a time shall be removed and the bars’ positions adjusted to accommodate the bar for the new Mayor.
 - a. The oldest bar on the Chain of Office shall be the first to be removed;
 - b. When a Mayor’s name bar is removed from the Chain, it shall be permanently displayed in an appropriate case/cabinet in the Town Administration Building so as to demonstrate the long history of the Mayors of Taber;
 - c. The remaining bars shall be adjusted so that the new Mayor’s name is the closest to the Alberta Coat of Arms on the left side (when being worn).
- 30) Engraved name bars shall never be given away for any reason, as the bars are considered part of the official Chain of Office and the property of the municipality, whether affixed to the Chain or not. The bars shall remain in the custody of the Town of Taber in perpetuity.

Presentation to the Mayor after Election

- 31) The Chain of Office will be presented to the Mayor at Council’s first Organizational Meeting following the election.
 - a. Where a new Mayor has been elected, it is acknowledged that the new Mayor’s name will not yet be engraved on the Chain of Office when it is presented to them.
- 32) The presentation will be made by the Chief Administrative Officer after the Mayor has taken their oath of office.
- 33) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.



 MAYOR

 OCT. 15, 2021

 DATE



 CHIEF ADMINISTRATIVE OFFICER

 October 5th 2021

 DATE

