



## Key to the Town Award

<b>Procedure No.:</b> C-7	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Council	<b>Authority:</b> CAO
<b>Effective Date:</b> March 27, 2017	<b>Revision Date:</b> N/A
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<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> C-7	
<b>Related Policy Name:</b> Key to the Town Award	

### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to implement the Key to the Town Award Policy and to facilitate the presentation of the award to recipients upon Council's request.

### 2.0 OPERATING GUIDELINES

- 2.1 Council shall discuss any nominations for the Key to the Town award at a regular meeting of Council held in closed session, and make a resolution regarding the presentation of the award.

### 3.0 CRITERIA

- 3.1 Unique and significant contributions or accomplishments may constitute any of the following:
  - 3.1.1 National or international significance;
  - 3.2.1 Significant contributions to the Town of Taber;
  - 3.3.1 Brought forth positive recognition to the Town of Taber;
  - 3.4.1 Other actions as deemed appropriate by Council.

### 4.0 NOMINATION

- 4.1 If a member of Council wishes to award a key, they must submit a Letter of Recommendation and Support to the CAO to refer to Council for discussion at a future Council meeting in closed session.
- 4.2 If Administrative Staff feel an individual or group should be awarded a key, they shall bring forth a recommendation to the Chief Administrative Officer (CAO), who



shall then bring the recommendation to Council's attention for discussion at a future Council meeting in closed session.

- 4.3 If a resident of the Town of Taber wishes to nominate an individual or group, they may attend a Council meeting as a delegation for Council's consideration.

**5.0 PRESENTATION**

- 5.1 The Mayor or Deputy Mayor shall present the Key to the Town to an individual or group at a Council meeting unless otherwise requested.
- 5.2 Should a group request it, the Mayor or Deputy Mayor shall present the Key to the Town at a public event at which the presentation would be considered suitable.
- 5.3 For groups, only one physical award shall be presented unless Council deems otherwise.
- 5.4 Administrative Staff shall procure an appropriate award that includes a symbolic key.
- 5.5 The award shall also include a celebratory message from the Office of the Mayor.
- 5.6 If deemed appropriate, other supporting documents may also be supplied with the award.

  
CHIEF ADMINISTRATIVE OFFICER

  
DATE

