



Key to the Town Award

Procedure No.: C-7	Council Resolution No.: N/A
Department: Council	Authority: CAO
Effective Date: March 27, 2020	Revision Date: N/A
Review Date: May 2023	Repealed Date: N/A
Supersedes: N/A	
Related Policy No.: C-7	
Related Policy Name: Key to the Town Award	

Purpose

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.

Operating Guidelines

- 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.

Criteria

- 1) Unique and significant contributions or accomplishments may constitute any of the following:
 - a. National or international significance.
 - b. Significant contributions to the Town of Taber.
 - c. Brought forth positive recognition to the Town of Taber.
 - d. Other actions as deemed appropriate by Council.



Nomination

- 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.
- 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.
- 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.

Presentation

- 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.
- 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.
- 3) For groups, only one physical award shall be presented unless Council deems otherwise.
- 4) Administrative Staff shall procure an appropriate award that includes a symbolic key.
- 5) The award shall also include a celebratory message from the Office of the Mayor.
- 6) If deemed appropriate, other supporting documents may also be supplied with the award.



CHIEF ADMINISTRATIVE OFFICER

May 19, 2020

DATE

