



Chain of Office

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Review Date: September 2024	Repealed Date: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

Purpose

The purpose of this procedure is to implement the Town of Taber Chain of Office Policy and to outline how the Town's official Chain of Office is to be handled and cared for by Administration.

Operating Guidelines

- 1) Administrative Staff shall be in possession of the Chain of Office at all times where the Mayor is not using it.
- 2) The Chain of Office shall be kept on secure display at the Town of Taber Administration Building.
- 3) Administrative Staff shall not provide the Chain of Office to any person other than the Mayor unless noted as eligible within the corresponding Policy.
- 4) Should Administrative Staff notice any damage or discoloration to the Chain of Office, the Administrative Services Manager will be immediately notified.
- 5) The Administrative Services Department will be responsible for procuring cleaning or repair to the Chain of Office immediately once identified, as required.
- 6) The Chain of Office shall only be repaired, cleaned, and engraved by licensed professionals, with preference given to the company who originally fashioned the chain.
- 7) No Administrative Staff member shall ever procure another Chain of Office for any reason, except as noted within the corresponding Policy.



- 8) Following the municipal election and the election of a new Mayor, Administrative Staff will procure a name bar engraved with the name and starting year of the new Mayor's service and the final year engraved on the former Mayor's bar.
 - a. The Chain of Office shall be sent to the original manufacturer to have the name bar(s) engraved and affixed.
 - b. The Chain of Office will only be sent for the new engravings after the Organizational Meeting following the municipal election and the new Council's official portraits have been taken.
- 9) The Chief Administrative Officer will present the Chain of Office to the Mayor at Council's Organizational Meeting following the election after the Mayor takes their Oath of Office.
- 10) When the time comes for old name bars to be removed from the Chain of Office to make room for new name bars, Administrative Staff will procure an appropriate display box/cabinet to house the name bars.


CHIEF ADMINISTRATIVE OFFICER

Oct. 5/21
DATE

