



# CHESTERMERE

**Policy Name:** Chain of Office Policy

**Policy Number:** 846

<b>Effective Date:</b> September 10, 2024	<b>Approved By:</b> Mayor and Council
<b>Policies Amended / Rescinded:</b> Policy 846 – Chain of Office Policy	<b>Policy Type:</b> Council Policy

## **I. Purpose and Intent**

1. The purpose of this Policy is to outline the guidelines and procedures around the use and safekeeping of the Chain of Office.

## **II. Scope**

1. This Policy applies to the City of Chestermere's Official Chain of Office and the currently elected Mayor, is the only individual authorized to use and wear the chain.

## **III. Policy Statement / Policy**

1. Background:
  - a. The Official Chain of Office acknowledges the responsibilities, authority, trust, and dignity that are attached to the Office of the Mayor. The Mayor, elected by a vote of the City of Chestermere's electors, serves as the Chief Elected Official, Head of Council, and its Chairperson. The practice of wearing a Chain of Office, a right in the City of Chestermere, reserved solely for the Mayor. Today, Mayors of Municipal Councils throughout their democratic jurisdiction wear distinctive Chains of Office which are symbolic of their communities.



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2. The City of Chestermere's Official Chain of Office includes:
  - a. The City's Official medallion suspended at the bottom of the Chain of Office;
  - b. Name bars for each of the Mayors who have served the community;
  - c. The Official flower and Coat of Arms representing the Province of Alberta;
  - d. Maple leaves and the Coat of Arms representing the Domain of Canada;
  - e. The Treaty 7 emblem acknowledges the Indigenous Lands upon which Chestermere is located, and to honour and respects the City's relationship with the nearby Indigenous communities; and
  - f. Symbols of a wheat sheaf, ice skates, and an Esox fish (Pike), representing the Chestermere community.

#### **IV. Responsibilities**

1. Wearing the Chain of Office

The Chain of Office is to be worn solely by the Mayor holding current-day office. The Chain of Office is to be presented by the City's Chief Administrative Officer to the newly elected Mayor at the first Meeting of the Council following an election. The Chain of Office may be worn only for the following purposes:

- a. The first meeting of Council of any Term of Office, and if so desired by the Mayor subsequent Regular or Special Meetings of Council;
- b. Swearing in of the Deputy Mayor position;
- c. Swearing in of any City Official position;
- d. Official visits of dignitaries and foreign officials; and
- e. If so desired by the Mayor, special events of city-wide significance in a community.

2. Safekeeping of the Chain of Office

- a. When not in use, the Chain of Office shall be publicly displayed in a secure and locked display case for viewing.



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**Adopted by Council:** September 10, 2024

**Resolution Number:** 240910-28

X

MAYOR

X

CAO



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Last reviewed date: September 10, 2024

Next review date: September 2028

<b>Revision History</b> <i>(Completed by Legislative Services):</i>		
<b>Policy Title</b>	<b>Date Approved</b>	<b>Resolution Number</b>
Chain of Office for Council Policy	October 1, 2019	1.018.100119 389-19