

**CITYOF CHESTERMERE**  
**POLICY HANDBOOK**

<b>EFFECTIVE DATE:</b> October 1, 2019	<b>POLICY:</b> 846
<b>APPROVED BY:</b> COUNCIL	<b>TITLE:</b> CHAIN OF OFFICE POLICY
<b>REVISED DATE:</b>	<b>POLICY FUNCTION:</b> COUNCIL

**PURPOSE AND INTENT**

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

**POLICY**

**1. BACKGROUND**

The Official Chain of Office acknowledges the responsibilities, authority, trust and dignity which 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, originated over a thousand years ago, with civic authorities bearing their official seal incorporating the arms of the authority. Today, mayors of municipal councils throughout the democratic wear distinctive chains of office which symbolic of their communities.

The City of Chestermere's Official Chain of Office includes:

- the City's official medallion suspended at the bottom of the Chain of Office;
- name bars for each of the Mayors who have served the community;
- the official flower and Coat of Arms representing the Province of Alberta;
- maple leaves and the Coat of Arms representing the Dominion of Canada;
- the Treaty 7 emblem acknowledging the Indigenous lands upon which Chestermere is located, and to honour and respect the City's relationship with the nearby Indigenous communities; and
- symbols of a wheat sheaf, ice skates, and an Esox fish (Pike), representing the Chestermere community.

## 2. SCOPE

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

## 3. 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 newly elected Mayor at the first Meeting of Council following an election. The Chain of Office is to be worn only for following purposes:

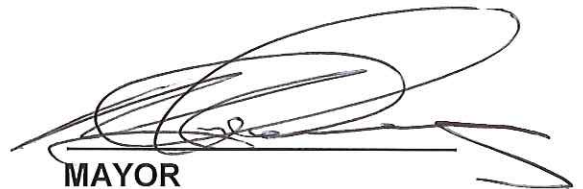
- The first Meeting of Council of any Term of Office, and if so desired by the Mayor subsequent Regular or Special Meetings of Council;
- Swearing in of the Deputy Mayor position;
- Swearing in of any City Official position;
- Official Visits of dignitaries and foreign officials; and
- If so desired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

## 4. SAFEKEEPING OF THE CHAIN OF OFFICE

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

**Adopted by Council:** October 1, 2019

**Resolution Number:** 389-19



MAYOR



CAO